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ABSTRACT

Policies and procedures of the college are presented in the 1975-76 edition of the faculty handbook. Administrative designations of responsibility are described, and the constitution of the V.C.S.C. Faculty Association is given. Specific details are included which deal with: academic freedom and political activities; faculty responsibilities; tenure; due process; selection and appointment procedures; faculty promotion; retirement; insurance programs; leaves of absence; purchasing procedures; travel; and grading. Library facilities are also described, along with other miscellaneous information. (LBH)

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V.C.S.C.

Faculty Handbook

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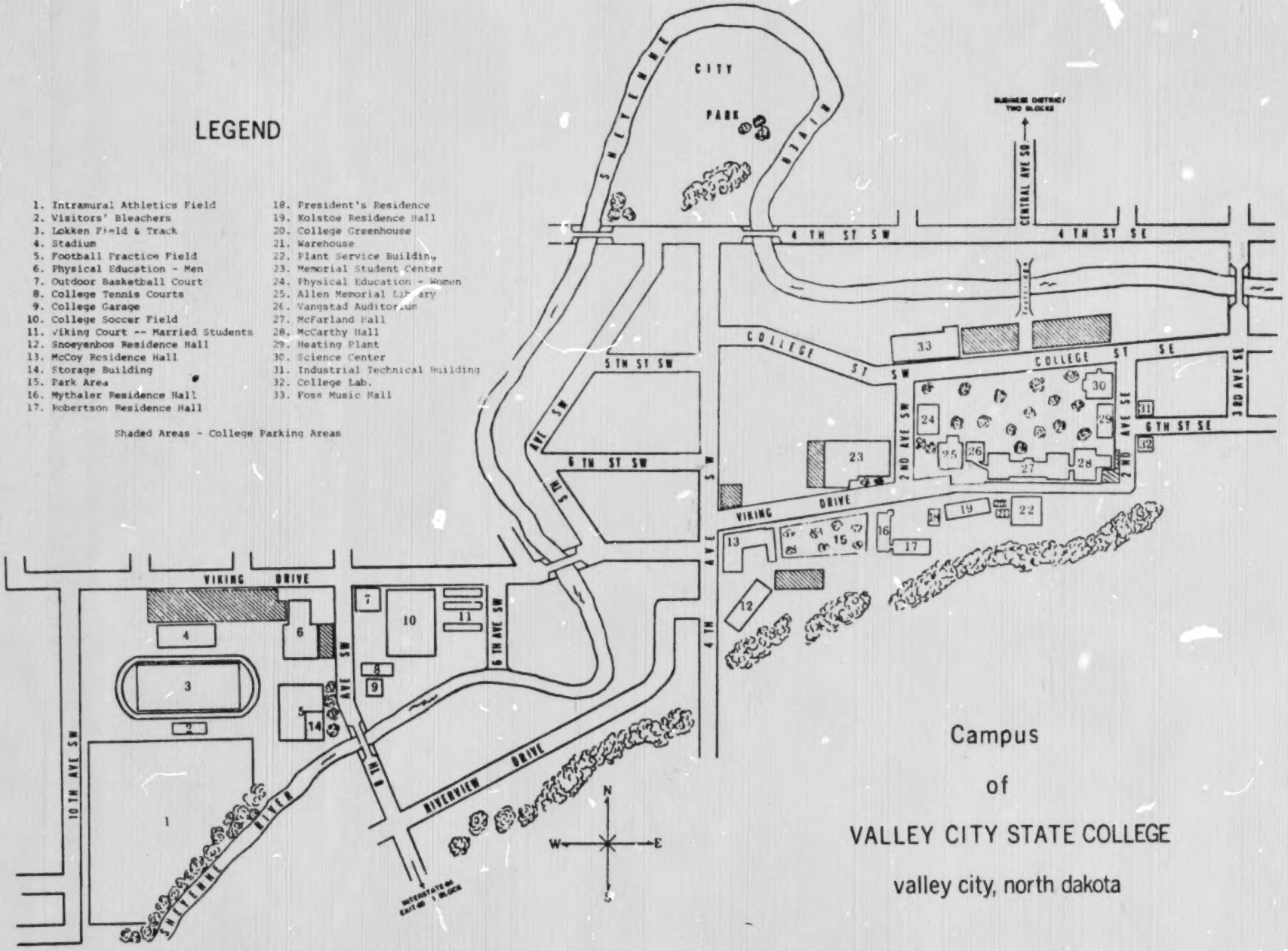

Campus

of

VALLEY CITY STATE COLLEGE

valley city, north dakota

VALLEY CITY STATE COLLEGE
Valley City, North Dakota

ADMINISTRATION & STAFF
1975-1976

NAME	OFFICE	EXTENSION
President of the College		
Ted D. DeVries	214	7102
Darlene Gruber, Secretary	214	7102
Dean of Academic Affairs		
Samuel H. Rankin, Jr.	215	7202
Sandy Koslofsky, Secretary	215	7202
Director of Admissions & Records		
David A. Nelson	216	7297
Carl W. Peter, Assistant	216	7297
A. Curt Kirking, Admissions Counselor	216	7297
Bonnie Benson, Secretary	216	7297
Fran Colville, Secretary	216	7297
Dean of Administrative Affairs		
Nathan E. Crosby	212	7232
Roger G. Bourdeau, Accountant-Office Manager	217	7232
Dorothy Enger, Account Technician	217	7232
Joan Noeske, Account Technician	217	7232
Dean of Students & Director of Placement		
Harry L. Salisbury	225	7252
Cheryl Lunn, Secretary	225	7252
Director of College Relations		
Robert M. Horne	225	7203
Student Center Director		
Larry Robinson	Student Center	7122
Shirley Kringlie, Secretary	Student Center	7122
Director of Financial Aids		
Louis H. Oldenburg	225	7541
Betty Schumacher, Secretary	225	7541
Superintendent of Buildings & Grounds		
Willis Wagar	127	7521
Director of Food Service		
Jack Bailey	Student Center	7130
Nurse		
Connie Reed	Women's Gym	7237
Student Counselor		
Kathryn Holleque	Student Center	7302

NAME	OFFICE	EXTENSION
Director of the Library Lillian Jacobson	Library 112	7276
Director of Athletics W.E. Osmon	Fieldhouse 103	7161
Faculty Materials Center Coordinator Carolyn Koch	147	7362
Bookstore Manager Meryl O'Connell	Student Center	7165

VALLEY CITY STATE COLLEGE
Valley City, North Dakota

FACULTY & STAFF
1975-76

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PREFACE

In 1889 the constitutional convention provided for the location of a state normal school at Valley City, North Dakota and set aside a land grant of 50,000 acres to be used in support of the institution. From the beginning the College was a product of both local community initiative and direction from the North Dakota State Legislature. Eager for early action, representatives of Valley City prevailed upon the first legislative assembly to pass a bill providing for the organization and establishment of a normal school at Valley City. Under the authority granted him by the law, Governor John Miller appointed the first Board of Trustees on March 16, 1890. The school first opened on October 13, 1890 in rented quarters in Valley City; and in September, 1892, it was moved to its present campus. In 1894 the first graduating class consisting of three members received their diplomas. Since that date more than 17,500 have received diplomas and/or degrees from Valley City State College.

In 1921 the 20th Legislative Assembly authorized Valley City Normal School to award the baccalaureate degree in education. In the fall of 1921 additional courses were added and curriculum developed which enabled the school to become a state teachers college, effective on July 1, 1921. In 1921 the purpose of the institution was expanded to include the specific preparation of secondary school teachers and supervisors as well as elementary school teachers. Since 1946 the College has offered a liberal arts degree, and in 1963 the legislature of North Dakota approved the title of Valley City State College, Valley City, North Dakota.

Legislative appropriations have continued to support the development of the campus at Valley City State College. The campus of the College now consists of approximately 80 acres of wooded park. The College has on its campus 25 buildings valued at $7,046,500. The College lies within three city blocks of the heart of Valley City and is bordered on the south by tree-covered hillsides. It is a picturesque and beautiful campus, the subject of much comment on the part of visitors. Out of the original state land grant of 50,000 acres, there now exists an endowment valued in excess of $976,000.

EDUCATIONAL PURPOSE

The primary purpose of the College, as specified by law, is "to prepare teachers for public schools in the science of education and the art of teaching." The College has in the past and continues in the present to recognize a broader responsibility to the general educational needs of the state and nation. Its philosophy is to direct students toward the attainment of knowledge, skills, appreciations and attitudes which are designed:

1. To develop a broad, general education and a philosophy of life which includes an appreciation of moral values.

2. To provide a comprehensive liberal arts base requisite to the development of excellence in the collegiate academic program.

3. To provide a health, physical education, recreation, and athletic program to serve the needs of the total student body.

4. To prepare for an active and responsible role in community life.

5. To create a well-rounded personality and a sympathetic understanding of the problems of others.

6. To achieve the knowledge and skills for vocational and professional responsibilities to the maximum use of individual ability.

Valley City State College is dedicated to the service of the economic, intellectual and cultural life of the region in which it is located. In order to effect this involvement, three basic functions are performed:

1. Instruction

   Instruction is the primary mission of the College. The instructional program has been developed to accomplish the following basic tasks:

   a. To provide a four-year degree curriculum which offers courses which prepare students for teaching and supervisory careers in elementary, junior high, and senior high school fields and leads directly to a first-grade professional certificate and a bachelor of science degree.

   b. To provide opportunities for students to prepare for careers in professional education, business, commerce, industry and technology, and government service.

   c. To provide special programs designed to meet the needs of individuals with diverse educational backgrounds, interests, and qualifications, and to accommodate students such as older adults through the Bachelor of College Studies program--External Degree tract.

   d. To provide one and two year Associate and Certificate programs which enable the student to enter a secretarial, clerical, or other support position.

e. To provide two-year pre-professional programs which provide preparation for students who plan to transfer to professional colleges of other collegiate institutions or universities.

2. Research

Research is a normal component of many instructional programs and processes and is necessary for the continuous self-renewal required for up-to-date instruction. Thus, research activities focus upon:

a. Scholarship and departmental research directly related to instruction, and

b. Applied and developmental research which is compatible with the instructional mission of the College and is designed to respond to the specific regional needs of the geographic environment surrounding the campus.

3. Service

Service to the community is a normal outgrowth of many of Valley City State's instructional programs and of the special competencies of the faculty. The public service functions of the faculty and the College focus on activities which are commensurate with the instructional mission of the College and with the needs of individuals, groups and organizations located within the immediate region of Valley City.

In conducting these three basic functions, the College attempts to pursue cooperative and consortia arrangements with other institutions and/or agencies when such arrangements are found to be desirable, financially feasible, and mutually beneficial.

I. ADMINISTRATIVE DESIGNATIONS OF RESPONSIBILITY

The following are synthesized descriptions of administrative duties, which accompany the Valley City State College Organization Chart.

A. North Dakota State Board of Higher Education

The State Board of Higher Education is the state-level policy making agency in the areas of planning, coordinating, and governing higher education in North Dakota.

B. President

The President of Valley City State College is the chief educational and administrative officer of the College and is responsible to the North Dakota State Board of Higher Education for the organization, administration, operation, and development of the campus. Actions and recommendations of the Dean of Academic Affairs, the Dean of Administrative Affairs, the Dean of Students and Director of Placement, the Director of Admissions and Records, the Long Range Planning Committee, the Executive Council of the Faculty Association, and the Student Government are transmitted to the Office of the President. The Office of the President of Valley City State College is also responsible for special campus-wide development and public and professional services.

1. Director of College Relations

The Director of College Relations is responsible for campus information services and aids in the area of high school relations. The Director of College Relations also serves as Executive Secretary of the Foundation, Executive Director of the Alumni Association, and Director of the Community Education Program. He also performs other duties as assigned by the President.

2. Director of Intercollegiate Athletics

The Director of Intercollegiate Athletics is responsible for all athletic planning and budgeting at the intercollegiate level for both men and women.

C. Dean of Academic Affairs

The Dean of Academic Affairs is responsible for the general administration, organization, and development of the academic and instructional programs and services of the campus. The

Office of the Dean is responsible for coordinating and supervising the administration of the academic divisions, the library, and the faculty materials center as well as participating in campus planning and development as Chairman of the Long Range Planning Committee. The academic programs for the campus are organized into six divisions, each administered by a Division Chairperson.

1. Division Chairpersons

   The Division Chairpersons are responsible for the direct supervision and administration of their respective academic areas. Their duties include supervision of instruction and advising, budget planning and administration, scheduling, curriculum development and review, and other related duties. The Chairpersons are also involved in the employment, retention, and promotion of faculty in their area.

2. Department Heads

   The Department Heads are responsible to Division Chairpersons for the direct supervision and administration of their respective academic areas. Their duties include supervision of instruction and advising, budget planning and administration, scheduling, curriculum development and review, and other related duties.

3. Academic Affairs Council

   The Academic Affairs Council is composed of Division Chairpersons, the Director of Admissions and Records, the College Librarian, and is chaired by the Dean of Academic Affiars. The Academic Affairs Council has primary responsibility for advising the Dean of Academic Affairs concerning policies which are directly or indirectly related to the College's curriculum, academic policies, and academic programs. The Academic Affairs Council will also advise the Dean of Academic Affairs concerning policy decisions in the following areas: (1) Academic standards, (2) the development of the library, (3) student conduct and discipline in collaboration with the Dean of Student Affairs, (4) faculty welfare, conduct, and discipline, and (5) faculty tenure and promotion.

4. Librarian

   The College Librarian is responsible for planning, directing, and coordinating all library services; for formulating and administering library policies, rules, and regulations; for developing the collection; and for supervising library personnel.

D. Dean of Administrative Affairs

The Dean of Administrative Affairs is responsible for developing, coordinating, and supervising the administration of all fiscal matters related to the campus; the operation and maintenance of the physical plant, bookstore, computer center, and Student Center; and the supervision of all non-academic personnel. The Office of the Dean of Administrative Affairs participates in campus planning and development and supervision of new construction on campus. The Office of the Dean of Administrative Affairs is responsible for purchasing, construction, labor relations, and finance matters related to the campus programmatic and capital budget requests.

1. Accountant and Office Manager

The Chief Accountant and Office Manager is responsible for compiling budgets, budget control, auditing, preparation of financial reports, systems development, computer center development, receiving all incoming funds, bank deposits, student loan records, and collections.

2. Computer Center

The Computer Center Director is responsible for Computer Center operations. At present, facilities are used for business and registration purposes as well as instructional operations.

3. Physical Plant

The Superintendent of the Physical Plant is responsible for maintenance of buildings and grounds, construction, physical plant operations, waste disposal, and campus safety and security.

E. Director of Admissions and Records

The Director of Admissions and Records is responsible for the coordination and administration of the processes of recruitment, admissions, registration, and student academic records keeping.

1. Assistant to the Director of Admissions and Records

The Assistant to the Director of Admissions and Records assists the Director of Admissions and Records in his various areas of responsibility and serves as Coordinator of Housing.

2. Admissions Counselor

The Admissions Counselor assists the Director of Admissions and Records in his various areas of responsibility and is responsible for student recruitment, academic advisement, and orientation for new students.

F. Dean of Students and Director of Placement

The Dean of Students and Director of Placement is responsible for the general administration, organization, and development of all student services, including counseling, financial aids, placement, housing, supervision, student government, and parking.

1. Director of Financial Aids

The Director of Financial Aids serves as a counselor to students in need of financial aid, supervises student employment, and serves as the campus liaison with sponsors and donors. He also interprets to the faculty and administration local, state, and national developments in financial aids. The Director of Financial Aids also helps in the area of student recruitment.

2. Director of the Student Center

The Director of the Student Center is responsible for all operations of the Student Center, including student activities, budget control, and the bookstore and food service functions.

3. Student Counselor

The Student Counselor coordinates personal counseling for all college students.

G. Advisory Councils

1. Administrative Council

The Administrative Council is a Standing Committee composed of the Dean of Academic Affairs, the Dean of Administrative Affairs, the Director of Admissions and Records, and the Dean of Students and Director of Placement. The President of the campus serves as Chairman and may appoint other members to this Council and define their tenure. This Council reviews recommendations and proposals and advises the President on matters related to direction and coordination of the various campus operations.

2. Executive Council of the Faculty Association

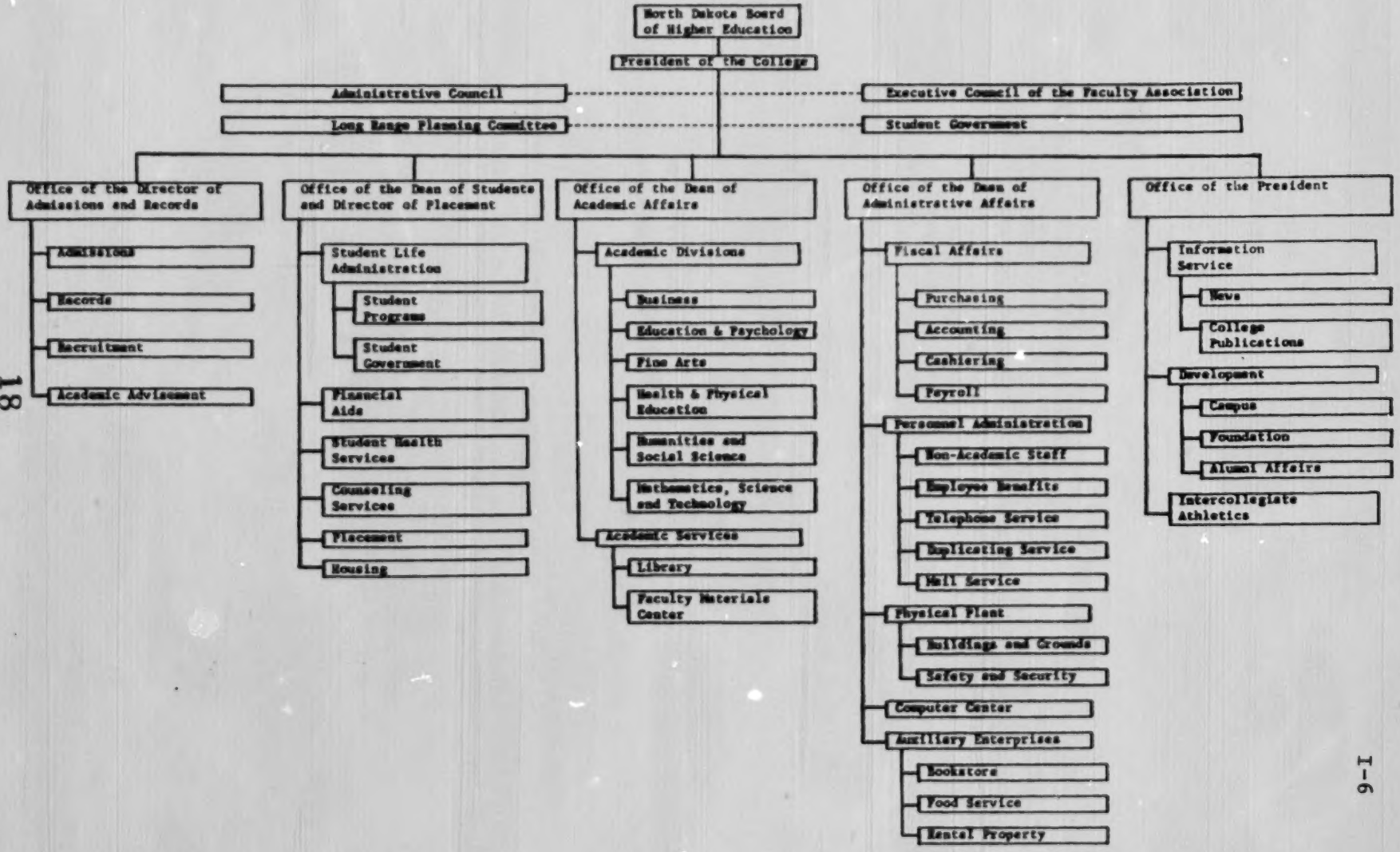
The Executive Council is a representative body of the faculty composed of duly elected members of the faculty. The organization and responsibilities of the Executive Council and the standing committees are outlined in the Constitution of the Faculty Association.

3. Long Range Planning Committee

The Long Range Planning Committee is a standing Committee composed of representatives from the administration and faculty. The Dean of Academic Affairs represents the President of the campus as Chairman of the Committee. The primary duty of the Long Range Planning Committee is academic master planning.

VALLEY CITY STATE COLLEGE

ORGANIZATION OF ADMINISTRATION



II. CONSTITUTION

OF THE VALLEY CITY STATE COLLEGE

FACULTY ASSOCIATION

Article I. Name

The name of this organization shall be the Valley City State College Faculty Association.

Article II. Purpose

The purpose of the Association shall be to consider educational affairs which apply to the role of the faculty as herein outlined.

Article III. Membership

The Faculty Association membership shall consist of all faculty with rank of Instructor, Assistant Professor, Associate Professor, or Professor, plus others as outlined in the By-Laws.

Article IV. Meetings

The Faculty Association shall meet in regular session during the months of September, November, January, March, and May. Special meetings may be called by the President of the Association, by majority vote of the Executive Council, or by petition containing signatures of twenty members. Notice and agenda of regular meetings shall be provided to members by the President of the Association one week prior to regular meetings and forty-eight hours prior to special meetings.

Meetings shall be conducted according to Robert's Rules of Order, latest edition. Fifty percent of the membership plus one shall constitute a quorum.

Article V. Organization and Officers

The elected officers of the organization shall consist of a president, a vice-president, a secretary, and a treasurer. A parliamentarian will be appointed by the president. Terms of office will be one year. Election of officers will occur at the September meeting. Term of office begins October 1.

Section A. President

1. The President shall preside at Faculty Association meetings and otherwise act as the chief executive officer of the Association.

Section B. Vice-President

1. The Vice-President shall preside at meetings in the absence of the President. The Vice-President shall serve as assistant to the President and carry out duties the President may deem necessary.

Section C. Secretary

1. The Secretary shall record and file minutes of each meeting of the Association and of the Executive Council and distribute copies of said minutes to members of the Association within one week after each meeting.

2. The Secretary shall keep a record of membership and activities of the Association.

3. The Secretary shall make provisions for balloting at any and all Association meetings.

Section D. Treasurer

1. The Treasurer shall keep an account book of any and all receipts and expenditures of the Association.

Section E. Vacancies

Vacancies among the elective offices of the Association shall be filled in the same manner and with the same timing as that of the original election, with the election to fill the vacancy scheduled for the second meeting following the vacancy.

Article VI. Qualifications, Nomination, and Election of Officers

Section A. Qualification

1. Members of the Association who have held membership two full academic years prior to election are eligible to hold the office of President or Vice-President.

2. Members of the Association who have held membership one academic year prior to election are eligible to hold the offices of Secretary or Treasurer.

Section B. Nomination

1. The President of the Association shall by May 1 appoint and make known to the Association a nominating committee made up of five members of the Association for the purpose of nominating at least two candidates for each of the four elective offices and each of the vacant at-large positions on the Executive Council. The report of the nominating committee shall be distributed to the membership of the Association by Friday of the first week of classes of the Fall Quarter.

2. Nomination for elective offices may also be by petition, with signatures of five members of the Association and an affidavit of the nominee's agreement to serve attached. The Secretary will prepare and have available nomination petitions. Completed petitions shall be filed with the Secretary ten days prior to the elections.

   A list of all nominees will be circulated to the Faculty Association by the Secretary one week prior to the election. The Secretary will prepare ballots for the election of officers to be held at a meeting of the Association during the last week of September.

Section C. Election

The election of the President and the Vice-President of the Association shall be by majority vote of the members voting. If one candidate does not receive a majority of the votes cast, a run-off election between the two candidates receiving the largest and second largest number of votes shall be held at the same meeting. Election of the Secretary and Treasurer shall be by plurality.

Article VII. Executive Council

Section A. Organization

The Executive Council shall be composed of the elected officers of the Association, five members

elected at-large from the Association, and the President of the College or his representative. The five members elected at-large may also be nominated by petition and will be elected in the same manner as the Secretary and the Treasurer of the Association with the election of these members occurring at the November meeting. Qualifications for members elected at-large shall be one academic year of membership prior to the quarter in which they are elected.

Terms of office for members elected at-large will be two years, beginning immediately upon election. Terms of office will be staggered. Terms will be filled as vacancies occur.

Vacancies among members at-large will be filled in the same manner, procedure, and timing as a regular election, but at the second meeting of the Association following a vacancy.

Officers of the Executive Council shall be the same as those of the Faculty Association.

Section B. Meetings

Regular meetings of the Executive Council shall be held monthly during the nine month academic year. Special meetings may be called by the President of the Association by giving written notice to the members twenty-four hours in advance of such a meeting.

Section C. Duties and Responsibilities

Activities shall include, but not be limited to the following:

1) To receive proposals, suggestions, and information from:

   a) committees
   b) students
   c) individuals

   When such proposals and suggestions are supported by a unanimous vote, they will be reported to the Association as action taken. When such proposals and suggestions are not supported by a unanimous vote, they will be referred back to their source with a recommendation or they will be placed on the agenda for action by the Association.

2) To prepare the agenda for the Association meetings which shall include a review of action taken.

3) To appoint members to committees as called for in this constitution or establish temporary committees as deemed necessary.

4) To act as an appeals board when asked to do so by any student in matters relating to his association with the college.

5) To receive reports from the administration on proceedings of the Board of Higher Education or Legislative Bodies concerning the college and to keep the Association informed regarding pertinent actions by these groups.

6) To express and pass on to the Association for consideration opinions and resolutions on any questions relating to Valley City State College.

Article VIII. Curriculum Committee

Section A. Membership

Membership on the Curriculum Committee shall consist of the Dean of Academic Affairs, the Director of Admissions and Records, one member elected from each division of the college, and two non-voting students appointed for one-year terms by the Student Senate. Elections shall be held at a division meeting during the Fall Quarter, no later than October 1.

Section B. Officers

The Committee shall organize and elect its own officers.

Section C. Term of Membership

Members shall serve two-year terms. The Divisions of Humanities and Social Science; Health and Physical Education; and Business will elect members in odd-numbered years and the Divisions of Fine Arts; Mathematics, Science, and Technology; and Education and Psychology will elect members in even-numbered years.

Section D. Duties and Responsibilities

This committee shall be accountable to the Executive Council and shall submit copies of its minutes to the members of the Faculty Association.

It shall make a continuous evaluation of academic requirements of the college and keep the faculty informed of current trends.

It shall receive requests for curriculum changes from divisions and make recommendations concerning them to the Executive Council.

Article IX. Welfare Committee

Section A. Membership

Membership on the Welfare Committee shall consist of one member elected from each division of the college. Elections shall be held at a division meeting during the Fall Quarter, no later than October 1.

Section B. Officers

The Committee shall organize and elect its own officers.

Section C. Term of Membership

Members shall serve two-year terms. The Divisions of Education and Psychology; Mathematics, Science, and Technology; and Fine Arts shall elect members in odd-numbered years and the Divisions of Health and Physical Education; Humanities and Social Science; and Business shall elect members in even-numbered years.

Section D. Duties and Responsibilities

This committee shall be accountable to the Executive Council and shall submit copies of its minutes to the members of the Faculty Association.

It shall act in an advisory capacity to the President of the College concerning faculty welfare.

It shall serve as a clearing house for the faculty in matters related to faculty welfare.

Article X. Budget Committee

Section A. Membership and Organization

Membership on the Budget Committee shall consist of:

Three members elected from the Faculty Association at-large, two members appointed during the month of September by the President of the College (one of whom shall be from the faculty), the President of the College, and the Dean of Business Affairs.

Nominations for the faculty positions on the Budget Committee shall be made by the Executive Council and the election held annually in September.

Members shall serve two-year staggered terms. Two-year terms shall be filled as vacancies occur. The committee shall annually organize and elect its own officers.

Section B. Duties and Responsibilities

1. To function as an advisory body to the President of the College in the preparation of the biennial budget.

2. To research, recommend, and report to the Faculty Association on any budgetary matters as directed by the President of the College, the Executive Council, or the Faculty Association.

3. To act in an advisory capacity to any persons representing Valley City State College on an inter-institution budgetary matter.

Article XI. Special Review Committee

Section A. Membership

The Special Review Committee shall consist of one faculty member from each division of the college (excluding division chairmen) elected by both the tenured and probationary faculty of that division. For purposes of this committee faculty shall be considered to consist of:

1. All full-time and part-time instructional staff who hold the rank of instructor, assistant professor, associate professor, or professor.

2. All full-time or part-time librarians who hold the rank of instructor, assistant professor, associate professor, or professor.

3. All full-time or part-time division chairmen or department chairmen who hold the rank of instructor, assistant professor, associate professor, or professor.

4. All full-time or part-time coaches, the Director of Athletics, and the Director of Women's Physical Education who hold the rank of instructor, assistant professor, associate professor, or professor.

Section B. Organizational Meeting

A temporary chairman will be appointed each fall by the President of the Faculty Association to call an organizational meeting within a period not to exceed three (3) weeks from the beginning of the Fall Quarter. The members are to elect the permanent chairman and determine their methods of procedure at this first meeting.

Section C. Term of Membership

Members shall serve two-year terms. The Fine Arts; Humanities and Social Science; and Health and Physical Education Divisions will elect members in odd-numbered years and the Education and Psychology; Business; and Mathematics, Science, and Technology Divisions will elect members in even-numbered years.

Section D. Duties and Responsibilities

This committee is mandated by the State Board of Higher Education and its duties and responsibilities are as outlined in the North Dakota State Board of Higher Education Regulations on Academic Freedom, Tenure, and Due Process.

Article XII. Standing Committee on Faculty Rights

Section A. Membership

The Standing Committee on Faculty Rights shall consist of five tenured faculty members elected by the faculty. For purposes of this committee faculty shall be defined as in Article XI, Section A.

Section B. Organizational Meeting

A temporary chairman will be appointed each fall by the President of the Faculty Association to call an organizational meeting within a period not to exceed three (3) weeks from the beginning of the Fall Quarter. The members are to elect the permanent chairman and determine their methods of procedure at this first meeting.

Section C. Term of Membership

Members shall serve staggered five-year terms. Annual elections will be held to fill vacancies at the first regular meeting of the Faculty Association in the fall of the year. Vacancies on the committee will be filled

by an election at the next regular Faculty Association meeting. Nominations will be made by the Executive Council. The initial membership shall consist of the present tenure committee.

Section D. Duties and Responsibilities

This committee is mandated by the State Board of Higher Education and its duties and responsibilities are as outlined in the North Dakota State Board of Higher Education Regulations on Academic Freedom, Tenure, and Due Process.

Article XIII. Other Committees

The following standing committees are appointed during September for one-year terms. Faculty members shall be appointed by the Executive Council and students by the Student Senate.

1. Library Committee

This committee shall consist of six faculty members, appointed from six divisions; two students; and the librarian who shall serve as the chairman of the committee.

The duties shall be: To act as the liaison agency between library; faculty, students, and the college administration; to recommend policies regarding the operation of the library; and to advise the librarian in the allocating of funds for acquisition of library materials.

2. Student Affairs Committee

This committee shall consist of three ex-officio members (the Dean of Student Affairs, Director of Student Counseling, and the Director of Financial Aids), two faculty members (one designated as chairman), and two students.

Duties and Responsibilities:

1) To advise the administrative officers as to student affairs, policies, procedures, standards, and to assist in their implementation.

2) To plan activities of Orientation Week.

3) To assist in the selection of Who's Who candidates from the student body.

4) To advise the Director of Financial Aids as to policies, procedures, and standards relative to granting scholarships and loans and to assist in their implementation.

5) To advise the administration and student groups relative to policies, procedures, and standards for convocation programs, special programs, special entertainment and other extracurricular affairs.

3. Faculty Social Committee

This committee shall consist of the Dean of Business Affairs or his appointee and five faculty members, one being designated as chairman. The duties of the committee are: To plan and organize faculty social activities and to supervise the operation of the faculty lounge.

4. Athletic Committee

This committee shall consist of the Athletic Director, the Women's Conference representative and the Men's Conference representative (who shall be teaching faculty members), the Dean of Student Affairs, one faculty member appointed at-large, and one student. One of the conference representatives shall be designated as chairman.

Duties and Responsibilities:

To approve all athletic schedules, approve post-season games and activities, deal with and in the area of athletic scholarships, and act as a consulting committee in the hiring of varsity coaches.

5. Academic and Scholastic Standings Committee

This committee shall consist of the Director of Admissions and Records, the Dean of Academic Affairs, the Dean of Student Affairs, and two members of the faculty at-large.

Duties and Responsibilities:

The committee shall consider petitions and routine matters concerning student affairs and advise the Director of Admissions and Records in the areas of academic and scholastic standing.

6. Presidential Search and Selection Committee

The Faculty Association shall elect a committee from its membership to consult with the Board of Higher Education in the search for and selection of a new President when this becomes necessary.

7. Additional Committees

The Faculty Association and the Executive Council shall have the prerogative and power to create ad-hoc committees when necessary.

Article XIV. Amendment Procedure

This Constitution may be amended by a two-thirds vote of the membership of the Association. The proposed amendment must be presented in written form to the members of the Association at a regular meeting and voted on at the next meeting or voted on through the mail following the next regular meeting.

Article XV. Ratification

Ratification of this constitution shall be by a two-thirds vote of the members of the Association.

BY-LAWS

Amendments to or revisions of the by-laws must be proposed in writing at a regular meeting of the Faculty Association one month prior to voting on the above. The by-laws may be amended by a two-thirds vote of members present at any Faculty Association meeting.

Article I. Other Membership

Membership in the Faculty Association shall include:

President of the College, Dean of Academic Affairs, Dean of Student Affairs, Dean of Administrative Affairs, Director of Admissions and Records, Director of the Student Center, Director of College Relations, Director of Financial Aids, and the Director of Student Counseling.

III. STATE BOARD POLICY STATEMENTS: ACADEMIC FREEDOM AND POLITICAL ACTIVITIES

ACADEMIC FREEDOM

The State Board of Higher Education policy statement on academic freedom is identified below:

A. General Principles

The primary responsibility of the academic community is to provide for the enrichment of intellectual experience. Essential to the realization of this ideal is a free and open academic community which takes no ideological or policy position itself. The responsible academic community welcomes those who do take an ideological or policy position and jealously guards their right to do so. Conflict of ideas cannot occur unless there is opportunity for a variety of viewpoints to be expressed. Toleration of what may be error is an inescapable condition of the meaningful pursuit of truth. The academic community must be hospitable even to closed minds and it must welcome the conflict of ideas likely to ensue. Academic responsibility to provide opportunity for expression of diverse points of view generates academic freedom.

B. The Teacher

The teacher is entitled to full freedom in research and in the publication of results subject to the adequate performance of his other academic duties. He is also entitled to freedom in lecturing or conducting demonstrations in his subject or field of competence. He is entitled as any other member of the community in which he lives to establish membership in voluntary groups, to seek or hold public office, to express his opinions as an individual on public questions and to take action in accordance with his views. Cognizant of his responsibilities to his profession and to his institution, the teacher accepts certain obligations; he should attempt to be accurate, to exercise sound judgment and respect the rights of others to express opinions.

C. The Student

The student is entitled to be taught by unfettered teachers and to have access to all information pertinent to his subjects of study. He is entitled to as complete freedom as possible in the selection of his curriculum, his teachers,

and his associates. Moreover, he has a right to intellectual disagreement with his instructors and his associates and to question them without fear of recrimination or punishment. He also is entitled to seek the publication of his views, to seek membership in voluntary groups, to seek or hold public office, and to take lawful action in accordance with his views. He, too, has the responsibility to make clear that his actions, his memberships, and his statements do not represent the views of the academic community. The student surrenders the privilege of membership in the academic community through abuse of the methods and standards of scholarship. Disposition and/or correction of such abuse is the responsibility of both the faculty and the student's colleagues.

D. Guest Speakers, Movies, and Other Programs

A college or university by its very nature cannot pay lip service to the concept of freedom of expression and then deny persons with whom it is in sharp disagreement the opportunity of giving expression to their views. Furthermore, a policy that extends the right of freedom of expression to some persons and denies it to others, places the institution in the position of endorsing the past record and views of those who are given permission to speak. Therefore, any speaker, performer, or program may be presented under the sponsorship of any duly recognized student, faculty, or administrative organization or any individual officer of instruction. It is not necessary that the point of view presented be congenial to the campus, members of the staff or student body individually, or to individual members of the wider community. The speaker must be accorded the courtesy of an uninterrupted presentation. Except for ceremonial occasions, speakers must accept as condition of their appearance the right of their audience to question or challenge statements made in their address. Questions must be permitted from the floor unless prevented by physical limitations, or the size of the audience. The invitation or scheduling of such a program must represent the desire of the institutional sponsor and not the will of external individuals or organizations. The sponsor must accept full responsibility for the program and should help to establish the concept that the point of view expressed in an address or performance does not necessarily represent the position of the academic community. Such presentations must at all times be consistent with the laws of North Dakota and the United States.

POLITICAL ACTIVITIES

The State Board of Higher Education policy statement on political activities is identified below:

The Board of Higher Education recognizes the importance of, and encourages, participation by individuals in the political, social, and economic affairs of the community, state, and nation. While we respect the deep concern of individual faculty members and students about events and issues which have brought increasing turmoil to our nation and the concommitant desire to participate actively in the fall elections, we must emphasize the distinction between involvement of an individual and involvement of an institution. The Board affirms its traditional concern for the well-being of the society; at the same time the institution must remain outside the political arena. Adjustment of the academic calendar in order to free students, faculty, or other employees to engage in political activity is not consistent with the foregoing affirmation.

The Board policy does not bar anyone from active independent participation in political campaigns in behalf of candidates of his choice or in the advancement of his political beliefs or policy concerns outside the institution. In fact, active participation by all Americans in the political process which is fundamental to the democratic way of life is encouraged.

By way of explanation, we do not believe it legitimate or wise for a college or university to make political commitments. Further, institutional participation in political activity, however worthy that activity might be in itself, would raise many legal questions.

In the first place, when a student enrolls in an institution and pays his tuition and fees, the institution is legally committed to a published calendar, with provision for certain kinds of exceptions. There is the implied commitment by the institution to deliver certain education experiences. Moreover, the calendar does not disallow politically-related programs taught on a non-partisan basis. Other kinds of regularly scheduled class and field work programs may be arranged.

The fundamental issue is the corporate involvement of an institution and any actions that might involve institutional political commitments. Such actions might create a picture of institutional political unanimity which would not represent the views of all members of the academic community.

There is danger that an institution could evolve toward a kind of political orthodoxy, which in certain circumstances might even inhibit and discourage the expression of other opinions.

Any disruption of the normal processes of education at any institution endangers the very heart of our institutions; namely, freedom of thought, and freedom of expression. Every effort must be made to make it as easy to present opposing viewpoints as it is for someone to express his views initially. An institution is not a place where anyone expressing a point of view, however much he is in minority, can be either silenced or threatened with language or physical actions. The common standards of courtesy that should characterize the academic community must be respected.

While class attendance may be no longer required in some institutions, every student has a right to expect every class for which he is registered to be held according to the University or College class schedule. In event of any class disruption or strike, students who choose to attend class must be able to do so without fear of intimidation or injury.

A University or College must always be a place of learning, a place for discussion, a place to hear differing opinions, a place for dissent, but such dissent must be made in a rational, lawful and peaceful manner. It must be made with due respect for the rights of others. While the Board protects the rights of all those who choose to dissent in peaceful and lawful ways, it must defend, with all the power at its command, the rights of others when any actions by dissenters are clearly disruptive of the work and program of the University or College.

In the light of these considerations it must be made clear that classes will be held in accordance with the academic calendar and all members of the faculty are obliged to meet assigned teaching responsibilities.

IV. STATEMENT ON FACULTY RESPONSIBILITIES

Along with academic freedom and tenure, all faculty members recognize certain concomitant responsibilities to their students, their colleagues, to the college, and to the state and broader community.

I. To students, faculty members have a responsibility for:

A. Keeping abreast of current developments in their disciplines, continuously updating course content, improving the method of instruction, and regularly evaluating the effectiveness of their instruction.

B. Maintaining in their classrooms and elsewhere an intellectual and attitudinal environment in which students are stimulated to learn, to ask questions, and to explore alternative approaches to problems.

C. Respecting students as persons, being concerned about their progress, and being willing to hear their points of view without prejudice.

D. Informing students at the beginning of each quarter of the objectives of each course and organizing the method of instruction and time allocation so as to meet those objectives.

E. Informing students as early as possible concerning term paper and other requirements for the course and the basis on which grades will be determined. Examinations and papers which are used for determining a course grade should be available to students for inspection and discussion. Students' grades should be based on recognized academic standards. Students should also be informed early in the course of the policy concerning attendance.

F. Holding classes and examinations as scheduled and, in the event of necessary absence, informing students in advance of changes in schedule and making suitable alternative arrangements.

G. Being readily available to students for individual conferences relating to course work or other matters of concern and interest to students. Faculty should post a schedule indicating times when they will be available for consultation.

II. With respect to their colleagues, faculty members are responsible for:

A. Avoiding conduct which intentionally and substantially obstructs or disrupts teaching or other lawful activities on the college campus.

B. Respecting the rights of free inquiry and expression of opinion by their colleagues in accordance with the college's statement on academic freedom.

C. Acknowledging in his own publications, the contribution which colleagues have made to his research and other endeavors.

D. Evaluating or commenting fairly and objectively on the work of colleagues when peer evaluation is required for the purposes of promotion, curriculum assessment, and the like.

III. With respect to the college, faculty members have a responsibility for:

A. Participating in the committee work and other channels of governance on departmental and college levels.

B. Observing the regulations of the college which are designed to promote freedom for teaching and research, and participating through orderly means in seeking modification in these regulations when these are considered inappropriate.

C. Indicating that when they are speaking as a private person, they are not speaking for or representing the college.

IV. Faculty members are encouraged to participate in endeavors for improvement of the economic, social and cultural life of the community, especially when they have an expertise which may make their contribution particularly valuable, and when such a contribution can be made without interfering with their primary obligations for teaching and scholarly endeavor.

Adopted by the Academic Affairs Council, May 1975.

V. REGULATIONS ON ACADEMIC FREEDOM, TENURE, AND DUE PROCESS

NORTH DAKOTA BOARD OF HIGHER EDUCATION

FOREWARD

These regulations are designed to enable North Dakota institutions under the control of the Board of Higher Education to protect academic freedom and tenure and the requirements of academic due process. The principles implicit in these regulations are for the benefit of all who are involved with or are effected by the policies and programs of the institutions. A college or university is a forum for ideas, and it cannot fulfill its purpose of transmitting, evaluating, and extending knowledge if it requires conformity with any orthodoxy of content and method.

A. GENERAL PROCEDURES

1. Because of the variety of scope and organizational structure of the institutions under the control of the Board of Higher Education, each institution shall adopt procedural regulations to implement these Regulations on Academic Freedom, Tenure, and Due Process. A statement of such procedures and any amendments shall be filed with the Board of Higher Education and shall be made available in convenient form to all academic personnel at each institution.

2. Each institution shall, through its faculty and administration, develop (a) procedures for continuing evaluation of both probationary and tenured faculty members, and (b) procedures by which faculty members are evaluated and recommended for tenure.

3. Each institution shall have a Standing Committee on Faculty Rights consisting of five tenured faculty members elected for staggered five year terms by the faculty as defined by each institution. The Committee shall elect its own presiding officer annually and shall hold formal hearings in accordance with the procedures described in Section J on all matters referred to it under these regulations. The Committee shall judge any allegation of bias or conflict of interest. In the event that an individual member is judged by the Committee to be biased or to have a conflict of interest in a specific case, the Committee shall replace the member with a substitute member for that case.

4. Each institutional senate shall provide for a Special Review Committee to investigate each alleged violation of this policy on an informal basis without a verbatim transcript or the privilege of cross-examination. After investigation of a complaint, the Special Review Committee shall attempt to resolve the problem; or failing that, where this policy provides for a hearing by the Standing Committee on Faculty Rights, shall refer the matter to that Committee for formal hearing. Findings of the

Special Review Committee shall be reported in writing to the complainant, department head, division head, dean, and president. No complaint shall be heard by the Standing Committee on Faculty Rights until a Special Review Committee has completed its investigation and attempted a solution.

5. a. Tenure for a faculty member is recognition of continuous appointment to the rank of instructor or higher at an institution, subject to the conditions defined in this policy.

   b. A full-time tenured appointment may be granted after four years of continuous full-time academic service to the institution (as defined by the institution), but in no event shall a faculty member be retained on a full-time probationary appointment longer than six years of continuous service. If tenure is not to be granted and a sixth year contract is issued, it must be terminal.

   c. A faculty member who completes six years of continuous part-time academic service to the institution (as defined by the institution) shall be considered tenured at any time thereafter to an extent equal to the average of the proportion of full-time appointment (as defined by reference to a full-time teaching load stipulated by the institution for the department involved) held during each of the previous four years of service.

   d. An individual with previous professional experience may, at the discretion of the institution, be given tenure credit not to exceed two years for this experience, with such credit to be regarded as academic service to the institution for the purposes of this policy. The faculty member shall be informed in writing of this decision within the first six months of service. Failure to provide notice of this decision shall not result in an automatic award of tenure credit, but a faculty member not receiving such notice after a request to the institutional president may appeal to a Special Review Committee for assistance in securing an answer.

   e. Time spent on leave of absence or junior sabbatical leave may be counted for tenure. This determination shall be made at the conclusion of the leave. A faculty member who does not already have a probationary appointment shall not earn tenure credit for time spent in a position not entirely supported by state-appropriated funds, unless, at the conclusion of such time, an express decision is made by the institution to award tenure credit.

f. In an exceptional case, an institution may make an initial appointment with tenure, with the approval of the State Board of Higher Education.

B. TERMS OF APPOINTMENT

1. With the exception of special appointments clearly specified by the institution to not involve tenure credit or status, such as those limited to a brief association with the institution and initial appointments funded by other than state-appropriated funds, all appointments to the rank of instructor or higher, hereafter referred to as faculty, shall be of two kinds: (a) probationary appointments, which are normally for one academic year, subject to renewal; or (b) appointments with tenure. In both cases contracts are normally issued for one academic year.

2. The general terms and conditions of each appointment to the faculty will be stated in writing, and a copy of the appointment document will be supplied to the faculty member. Any subsequent extensions or modifications of an appointment, and any special understanding, or any notices incumbent upon either party to provide, shall be confirmed in writing and a copy given to the appointee.

3. Each faculty member will be advised, at the time of initial appointment, of the institutional process for evaluation of faculty. This may be accomplished by a published description of the process in the faculty handbook or a similar document.

4. Each institution shall make a reasonable effort to notify faculty members of the terms and conditions of their renewals by April 15, but in no case will such information be given later than May 1. Failure to provide this information shall not result in an automatic award of a renewed appointment, but a faculty member not receiving such information after a request to the institutional president may appeal to a Special Review Committee for assistance in securing an answer. Failure by a faculty member to accept the terms and conditions within one month of the date they were offered shall relieve the institution of any obligation to reappoint the faculty member.

C. NONRENEWAL OF APPOINTMENT OF PROBATIONARY FACULTY

1. In all cases, written notice that a probationary appointment is not to be renewed shall be given to the faculty member in advance of the expiration of his or her appointment, as follows:

a. Not later than March 1 of the first academic year of service if the appointment expires at the end of that academic year; or, if a one-year appointment terminates during an academic year, at least three months in advance of its termination.

b. Not later than December 15 of the second academic year of service if the appointment expires at the end of that academic year; or, if an initial two-year appointment terminates during an academic year, at least six months in advance of its termination.

c. At least twelve months before the expiration of an appointment after two or more academic years of service at the institution.

2. When a decision not to renew an appointment has been reached, the faculty member involved shall be informed of that decision in writing by the body or individual making the decision, and, if the faculty member so requests, he or she will be advised of the reasons which contributed to that decision. The faculty member may also request a reconsideration by the deciding body or individual and a written confirmation of the reasons given in explanation of the nonrenewal.

3. Insofar as the faculty member alleges that the nonrenewal decision was based on inadequate consideration, a Special Review Committee shall review the faculty member's allegations and determine whether the decision was the result of inadequate consideration in terms of relevant standards of the institution. If the Special Review Committee believes that adequate consideration was not given, it shall request reconsideration, indicating the respects in which it believes the consideration may have been inadequate. It shall provide copies of its findings to the faculty member, the recommending body or individual, the president, and other appropriate administration shall not be subject to further review by the Standing Committee on Faculty Rights or the State Board of Higher Education.

4. If a faculty member on probationary or other nontenured appointment alleges that the nonrenewal decision was based significantly on considerations violative of (a) academic freedom, (b) rights guaranteed by the United States Constitution or (c) rights previously conferred by written agreement, the allegation shall be given preliminary consideration by a Special Review Committee, which shall seek to settle the matter by informal methods. The allegation shall be accompanied by a statement that the faculty member agrees to the presentation, for the consideration of the faculty committees, of such reasons and evidence as the institution may allege in support of its decision. If the difficulty is unresolved at this state, and if the Special Review Committee so recommends, the matter shall be heard by the Standing Committee on Faculty Rights in accordance with the procedures in Section J, except that the faculty member making the complaint shall be responsible for stating the grounds upon which it is based, and the burden of proof shall rest upon the faculty member.

If the faculty member succeeds in establishing a prima facie case before the Standing Committee on Faculty Rights, it shall be incumbent upon those who made the nonrenewal decision to come forward with evidence in support of their decision.

D. TERMINATION OF APPOINTMENT BY A FACULTY MEMBER

A faculty member may terminate an appointment effective at the end of the academic year, provided that he or she gives notice in writing at the earliest possible opportunity, but not later than May 15, or one month after receiving notification of the terms of an appointment for the coming academic year, whichever date occurs later. The faculty member may properly request a waiver of this requirement of notice in case of hardship or in a situation where he or she would otherwise be denied substantial professional advancement or other opportunity.

E. TERMINATION OF APPOINTMENTS OF TENURED FACULTY AT THE END OF A CONTRACT PERIOD

1. Termination of an appointment with tenure may be based upon demonstrable financial exigency, loss of legislative appropriations, loss of enrollment, consolidation of departments, or elimination of courses. In such cases, primary consideration shall be given to length of service and tenure status in the retention of faculty members within the effected department or division. Other factors such as curriculum requirements, professional achievements, breadth of competence, and equal employment opportunity also shall be considered and may prove to be conclusive.

2. A tenured faculty member selected for termination under this section shall be given written notice of termination by the institutional president at least twelve months prior to the expiration of the faculty member's appointment.

3. A faculty member given notice of termination under this section may request that the institution circulate his or her vita to other departments within the institution. In additon, the institution shall ensure that fair consideration is given to the faculty member, during the period of the terminal appointment, for any vacant academic positions in the institution, although the faculty within any academic department shall have the major responsibility in determining qualifications for appointment within their department.

4. A position terminated under this section will not be filled by a replacement within two years, unless the released faculty member has been offered appointment with tenure and a reasonable time within which to accept or decline it.

5. Termination at the end of a contract period also may be made for adequate cause, in which case the grounds specified in Section F must be shown.

F. DISMISSAL DURING A CONTRACT PERIOD

1. Dismissal of a faculty member with tenure, or with a special or probationary appointment before the end of the specified term, may be effected by the institution only for adequate cause. Adequate cause shall be defined to include: (a) demonstrated incompetence or dishonesty in teaching or research, (b) substantial and manifest neglect of duty, (c) personal conduct which substantially impairs the individual's fulfillment of his institutional responsibilities, and (d) a physical or mental inability to perform assigned duties.

2. A faculty member selected for dismissal under this section shall be given written notice of dismissal by the institutional president in accordance with the following schedule:

   (a) at least three months, if written notice is given by March 1 (or three months prior to the expiration) of the first year of probationary service;

   (b) at least six months, if the written notice is given by December 15 of the second year (or after nine months but prior to eighteen months) of probationary service; or

   (c) at least twelve months, if the written notice is given after eighteen months of probationary service or if the faculty member has tenure.

   This schedule for written notice and salary need not apply in the event that there has been a finding that the conduct which justified the dismissal involved moral turpitude. On the recommendation of the Standing Committee on Faculty Rights or the president, the State Board of Higher Education may authorize payments beyond the effective date of dismissal based on the length and quality of service of the faculty member.

3. Pending a final decision on dismissal, the faculty member may be suspended, or assigned to other duties in lieu of suspension, only if immediate harm to the faculty member or others is threatened by continuance. Before suspending a faculty member, pending an ultimate determination of his or her status through the institution's hearing procedures, the administration may consult with a faculty committee concerning the propriety, the length, and other conditions of the suspension. Salary shall continue during the period of suspension.

G. ADMINISTRATIVE ACTIONS OTHER THAN DISMISSAL

1. If the administration determines that the conduct of a faculty member, although not constituting grounds for termination or dismissal, justifies imposition of a sanction, the faculty member must be informed in writing of the sanction.

2. No faculty member shall be subjected to demotion in status or reduction in salary without reasonable and just cause, which shall be stated in writing if the faculty member so requests.

3. In either of the above cases, the faculty member may request consideration by a Special Review Committee. If that committee fails to resolve the matter, and if it determines that the severity of the sanction justifies further consideration, it shall refer the matter to the Standing Committee on Faculty Rights for formal proceedings as provided in Section J.

H. OTHER PERSONNEL DECISIONS

1. Administrative Personnel

If an administrator alleges that a consideration violative of academic freedom significantly contributed to a decision to terminate or not to renew his or her appointment, the administrator shall be entitled to the procedures set forth in Sections I and J.

2. Graduate Teaching Assistantships

a. The terms and conditions of every appointment to a graduate teaching assistantship shall be stated in writing, with a copy of the appointment document supplied to the graduate teaching assistant.

b. A graduate teaching assistant shall not be dismissed before the end of the period of appointment without having been provided with an opportunity to receive a statement of reasons and to be heard before a Special Review Committee.

c. If the Special Review Committee cannot resolve the complaint, a graduate teaching assistant who establishes a prima facie case to the satisfaction of the Standing Committee on Faculty Rights that his or her dismissal was based significantly on considerations violative of (1) academic freedom, or (2) rights guaranteed by the United States Constitution shall be entitled to a full hearing in accordance with the procedures described in Section J.

I. OTHER REQUIREMENTS FOR TERMINATION OR DISMISSAL

A termination of a tenured faculty member or a dismissal of any faculty member will not become final until the following steps have taken place, in the order listed:

1. notification of intent to terminate or dismiss;

2. discussion between the faculty member and the appropriate administrative officers looking toward a mutual settlement;

3. written notice by the institutional president of termination or dismissal;

4. if requested by the faculty member within 15 calendar days of the formal notice, a statement of the grounds for the action, defined with reasonable particularity by the president or a delegate;

5. if requested by the faculty member within 15 calendar days of receiving the statement of grounds, informal and confidential inquiry and report by a Special Review Committee;

6. if requested by the faculty member within 30 calendar days after the report of the Special Review Committee, formal review and report by the Standing Committee on Faculty Rights; and

7. if requested within 30 calendar days after the report of the Standing Committee on Faculty Rights, review and final determination by the State Board of Higher Education.

J. HEARING PROCEDURES FOR THE STANDING COMMITTEE ON FACULTY RIGHTS

1. The Committee may, with the consent of the parties concerned, hold joint pre-hearing meetings with the parties in order to (a) simplify the issues, (b) effect stipulations of facts, (c) provide for the exchange of documentary or other information, and (d) achieve such other appropriate pre-hearing objectives as will make the hearing fair, effective, and expeditious.

2. Service of notice of hearing with specific grounds for termination or dismissal in writing shall be made at least 20 calendar days prior to the hearing. The faculty member may respond in writing up until 3 calendar days before the hearing. The faculty member also may waive a personal appearance and request a decision on the basis of the written statements.

3. During the proceedings the administration shall be entitled to have counsel, and the faculty member will be entitled to have an academic advisor and counsel of his or her own choice and at his or her own expense. In addition, either party or the Committee may invite a representative of a responsible educational association to attend the proceedings as an observer.

4. A record of the hearing or hearings shall be made, and the administration and the faculty member shall have access to it and shall be provided a copy upon request, with costs of making the record and any copies to be charged to the institution. The findings of fact and the decision shall

be based solely on the hearing record. Except in cases brought under Section C4 of this policy, the burden of proof that grounds for termination or dismissal exist shall rest with the institution and shall be satisfied only by clear and convincing evidence in the record considered as a whole.

5. The Committee shall not be bound by strict rules of legal evidence, and may admit any evidence which is of probative value in determining the issues involved. Every reasonable effort shall be made to obtain the most reliable evidence available. The Committee shall grant adjournments to enable either party to investigate evidence as to which a valid claim of surprise is made.

6. The faculty member shall be afforded an opportunity to obtain necessary witnesses and documentary or other evidence. The administration shall cooperate with the Committee in securing witnesses and making available documentary and other evidence. The faculty member and the administration shall have the right to confront and cross-examine all witnesses. Where a witness cannot or will not appear, but the Committee determines that the interests of justice require admission of his statement, the Committee shall identify the witness, disclose the statements, and, if possible, provide for interrogatories. In a hearing on grounds of incompetence, the testimony may include that of qualified faculty members from the institution involved or other institutions of higher education.

7. The Committee's conclusion as to whether or not grounds for termination or dismissal have been established by the evidence in the record shall be reported to the president. If the president rejects the report, he or she shall state the reasons for doing so, in writing, to the Committee and to the faculty member within 20 calendar days of receiving the report, and shall provide an opportunity for response. If the Committee concludes that adequate cause for dismissal has been established, but that a lesser penalty would be more appropriate, it may so recommend, with supporting reasons.

K. ACTION BY THE BOARD OF HIGHER EDUCATION

If termination, dismissal, or severe sanction is imposed by the president, the president shall, on request of the faculty member, transmit to the Board of Higher Education the record of the case. The Board's review will be based on the record of the hearing of the Standing Committee on Faculty Rights, and it may provide opportunity for argument, oral or written or both, by the principals at the hearings or by their representatives. The Board may make a final determination of the case at this point, or it may return the case to the Standing Committee on Faculty Rights for further proceedings. The Board shall then make a final decision after study of the

Standing Committee's reconsideration. The final decision made by the Board shall be communicated in writing to the faculty member involved, the president, and the Standing Committee within 10 calendar days.

VI. PROCEDURAL REGULATIONS FOR THE IMPLEMENTATION OF THE BOARD OF HIGHER EDUCATION REGULATIONS ON ACADEMIC FREEDOM, TENURE, AND DUE PROCESS

I. Faculty Evaluation Procedures

A. Non-Tenured Faculty

1. All non-tenured faculty members at Valley City State College holding faculty appointments with the rank of Instructor, Assistant Professor, Associate Professor, or Professor will be evaluated annually during the Fall or Winter Quarter. First year faculty will be evaluated prior to February 1 during the Winter Quarter. Non-tenured faculty with one or more years of service will be evaluated no later than November 1 during the Fall Quarter.

2. Division chairmen will be responsible for the initiation of the evaluation process for all non-tenured faculty members with regular academic rank within their respective academic division.

3. At a time designated by the Dean of Academic Affairs each division chairman will initiate the evaluation process in the following manner:

   a. The division chairman will appoint a Divisional Review Committee consisting of a minimum of two and a maximum of three faculty members. Membership on the review committee, which will consist of tenured faculty wherever possible, will be selected from the faculty of the academic division(s) to which the non-tenured faculty member belongs.

   b. In the case where a non-tenured faculty member's teaching responsibilities are divided between two or more academic divisions, the Dean of Academic Affairs will appoint the division chairman responsible for initiating the evaluation process and appointing a review committee.

4. The division chairman will be responsible for distributing two forms entitled, "Appraisal of Non-Tenured Faculty Member - Copy A, Review Committee and Chairman's Copy," and "Appraisal of Non-Tenured Faculty Member - Copy B, Faculty Member's Copy." A minimum of one copy of each form will be necessary for each non-tenured faculty member.

5. The division chairman will then instruct the review committee to organize itself and complete items one, two, and three on the appraisal form, copy A. A separate form will be used for each non-tenured faculty member.

6. The division chairman will then meet with the review committee for the purpose of insuring the accuracy and consistency of the data included in items one, two, and three.

7. The division chairman will then appoint a time and place for the review committee, the division chairman, and the faculty member under evaluation to meet. At this meeting, chaired by the division chairman, the review committee and the chairman will receive and review the non-tenured faculty member's self-evaluation. The non-tenured faculty member will be informed at this meeting of the recommendation of the review committee. The faculty member under evaluation will be afforded an opportunity to challenge the recommendation and data included in the appraisal form, copy A.

8. Prior to the completion of item 4 on the appraisal form, copy A, the division chairman will inform the non-tenured faculty member of the nature of his recommendation. This information should be provided at least forty-eight hours prior to the initiation of step nine. In the case of a recommendation for non-reappointment or conditional reappointment, the division chairman should allow the faculty member involved the opportunity of a conference with the Review Committee.

9. The division chairman will complete item four of the appraisal form, copy A, including his recommendations for either reappointment, non-reappointment, conditional reappointment, or the awarding of tenure. The division chairman will then forward the appraisal forms, copies A and B, to the Office of the Dean of Academic Affairs according to the deadlines designated in A-1 above. The division chairman may include data or evidence in addition to the appraisal forms, copies A and B.

10. It is the responsibility of the Dean of Academic Affairs to review the information provided in each of the appraisal forms and make recommendations to the President of the College for final disposition. He may request additional information from the divisional review committee, the division chairman, or the faculty member under evaluation. In each case where a recommendation for non-reappointment or conditional

reappointment is received, the Dean of Academic Affairs will consult with the division chairman, the review committee and the faculty member prior to the completion of item 5 on the appraisal form, copy A. The Dean of Academic Affairs may direct the division chairman to initiate the evaluation process anew if in his judgment the data in the appraisal forms fail to substantiate the recommendation in item 4.

11. Upon the completion of item 5 in the appraisal form, copy A, the Dean of Academic Affairs will forward to the President of the College the appraisal forms, copies A and B, additional data gathered by the division chairman or the review committee, and any additional information he may deem relevant to the evaluation under consideration.

12. The President of the College will complete item 6 on the appraisal form, copy A. He will then notify in writing each non-tenured faculty member that the process has been completed and that the appraisal forms, copies A and B, as well as all other data submitted by either the Dean of Academic Affairs, the division chairman, or the review committee are on file in the President's office and are open to the review of the faculty member. In each case where the President concurs with a recommendation for non-reappointment, he will notify the faculty member involved in writing in advance of the expiration of his or her appointment according to the following deadlines, which are specified in the State Board of Higher Education's regulations on Academic Freedom, Tenure, and Due Process:

    a. Not later than March 1 of the first academic year of service if the appointment expires at the end of that academic year; or, if a one-year appointment terminates during an academic year, at least three months in advance of its termination.

    b. Not later than December 15 of the second academic year of service if the appointment expires at the end of that academic year; or, if an initial two-year appointment terminates during an academic year, at least six months in advance of its termination.

    c. At least twelve months before the expiration of an appointment after two or more academic years of service at the institution.

13. Upon receipt of a presidential letter of non-reappointment, the faculty member may request a reconsideration by the President and a written confirmation of the reasons given in explanation of the non-renewal in accordance

with Section C-2 of the Regulations on Academic Freedom, Tenure, and Due Process of the State Board of Higher Education. Should the non-tenured faculty member desire, he or she may request a hearing of the Special Review Committee according to procedures described in Section C-3 and C-4 of the Regulations on Academic Freedom, Tenure, and Due Process of the State Board of Higher Education (see also Section III below).

Date _____ VALLEY CITY STATE COLLEGE

Appraisal No. _____ Valley City, North Dakota

APPRAISAL FORM FOR THE EVALUATION OF
NON-TENURED FACULTY MEMBER: COPY A

Division Chairman and Committee Copy

Name _____ Year Appointed _____

Area _____ Eligible for Tenure _____

Rank _____ Pre-VCSC Experience* Counted for Tenure _____

1. Evaluation of teaching skill. Give as much specific evidence as possible concerning teaching ability.

2. Attitude toward students and rapport with them in counseling, teaching, and informal contacts.

3. Recommendation of Division Review Committee.

Signatures _____

_____

_____

Date _____ _____

Name _____

4. General evaluation by Division Chairman

Recommend:

Reappointment _____ Conditional Reappointment _____

Non-reappointment _____ Tenure _____

Date _____ Signature _____
Division Chairman

5. Comments of Dean of Academic Affairs.

Date _____ Signature _____
Dean of Academic Affairs

6. Comments of President of the College.

Date _____ Signature _____
President

Date _____ VALLEY CITY STATE COLLEGE

Appraisal No. _____ Valley City, North Dakota

APPRAISAL FORM FOR THE EVALUATION OF
NON-TENURED FACULTY MEMBER: COPY B

Faculty Self-Evaluation

Name _____ Rank _____

Area _____ Year Appointed _____

1. Evaluation of teaching skill. Give as much specific evidence as possible concerning teaching ability. (The inclusion of evidence derived from student evaluations is encouraged under item #1.)

2. Evidence of professional growth and standing. List pertinent memberships, activities, honors, etc.

3. Indications of scholarly activities and productiveness. List research or experiments in progress, papers, articles, etc.

4. Promotion of college objectives through service in departments, committees, sponsoring student activities, etc.

5. Attitude toward students and rapport with them in counseling, teaching, and informal contacts.

B. Procedures for the Evaluation of Tenured Faculty

1. All tenured faculty members will be evaluated annually during the fall quarter. The process should be completed prior to November 1.

2. Division chairmen will be responsible for the evaluation of all tenured faculty members within their respective academic divisions.

3. Two forms entitled "Appraisal of Tenured Faculty Member - Faculty Copy B" and "Appraisal of Tenured Faculty Member - Division Chairman's Copy A" are available in the Office of the Dean of Academic Affairs. A minimum of one copy of each form will be necessary for each faculty member on tenure.

4. The division chairman will complete one appraisal form, copy A, for each tenured faculty member under his supervision. Tenured faculty will be requested by division chairmen to complete appraisal form, copy B. A separate form will be distributed to each tenured faculty member.

5. Division chairmen will meet with each tenured member of his or her division and review his or her evaluation with the faculty member.

6. Both the faculty member's self-evaluation (copy B) and the division chairman's evaluation (copy A) will be filed in the division office.

7. Should a tenured faculty member wish to dispute the division chairman's evaluation, he may appeal in writing to the Dean of Academic Affairs. A written appeal should contain specific reasons and supportive evidence for the faculty member's disagreement. The Dean of Academic Affairs will consult with the tenured faculty member and division chairman. He will then make recommendations to the President of the College for a final ruling.

AA-29-J1-1975

Date _____

VALLEY CITY STATE COLLEGE

Appraisal No. _____

Valley City, North Dakota

APPRAISAL FORM FOR THE EVALUATION OF
TENURED FACULTY MEMBER

Division Chairman's Copy A

Name _____ Year Appointed _____

Area _____ Tenure Year _____

Rank _____ Pre-VCSC Experience _____

1. Evaluation of teaching skill. Give as much specific evidence as possible concerning teaching ability.

2. Promotion of college objectives through service in departments, committees, sponsoring student activities, etc.

3. Attitude toward students and rapport with them in counseling, teaching, and informal contacts.

4. General evaluation by Division Chairman.

Date _____ Signature _____
Division Chairman

Date _____ VALLEY CITY STATE COLLEGE

Appraisal No. _____ Valley City, North Dakota

APPRAISAL FORM FOR THE EVALUATION OF
TENURED FACULTY MEMBER

Faculty Copy B

Name _____ Year Appointed _____

Area _____ Tenure Year _____

Rank _____ Pre-VCSC Experience _____

1. Evaluation of teaching skill. Give as much specific evidence as possible concerning teaching ability. (The inclusion of evidence derived from student evaluations is encouraged under item #1.)

2. Evidence of professional growth and standing. List pertinent memberships, activities, honors, etc.

3. Indications of scholarly activities and productiveness. List research or experiments in progress, papers, articles, etc.

4. Promotion of college objectives through service in departments, committees, sponsoring student activities, etc.

Date _____ Signature _____
Division Chairman

Date _____ Signature _____
Faculty Member

II. The Definition of Faculty as Required by Section A-3 of the Regulations on Academic Freedom, Tenure, and Due Process.

A. The faculty at Valley City State College will consist of all part-time and full-time instructional staff with the following ranks:

Instructor
Assistant Professor
Associate Professor
Professor

B. Included for the purpose of tenure consideration as faculty will be the following instructional support areas:

1. All full-time or part-time librarians who hold the rank of instructor, assistant professor, associate professor, or professor.

2. All full-time or part-time division chairmen or department chairmen who hold the rank of instructor, assistant professor, associate professor, or professor.

3. All full-time or part-time coaches, the Director of Athletics, and the Director of Women's Physical Education who hold the rank of instructor, assistant professor, associate professor, or professor.

4. Proposed option: All full-time or part-time academic administrators, including Deans, Vice Presidents, and Presidents who hold the rank of instructor, assistant professor, associate professor, or professor.

III. The Number and Means of Appointment of the Members of the Special Review Committee Required by Section A-4 of the Regulations on Academic Freedom, Tenure, and Due Process.

A. Special Review Committee*

1. Membership

The Special Review Committee at Valley City State College shall consist of one member from each division (excluding division chairmen), elected by both the tenured and probationary faculty, as defined in Section II-A above.

2. Term of Membership

Members shall serve two year terms. The Fine Arts; Humanities and Social Science; and Physical Education Divisions will elect members in odd-numbered years and the Education and Psychology; Business; and Mathematics, Science and Technology Divisions

*See also Constitution of the Faculty Association

will elect members in even-numbered years.

3. Organizational Meeting

A temporary chairman will be appointed each fall by the President of the Faculty Association to call an organizational meeting, within a period not to exceed three (3) weeks from the beginning of the Fall Quarter. The members are to elect the permanent chairman and determine their methods of procedure at this first meeting.

B. The Standing Committee on Faculty Rights*

The Standing Committee on Faculty Rights at Valley City State College shall consist of five tenured faculty members elected for staggered five year terms by the faculty as defined in section II above. Annual elections will be held to fill vacancies at the first regular meeting of the Faculty Association in the fall of each year. Vacancies on the committee will be filled by an election at the next regular Faculty Association meeting.

IV. A Statement of Academic Service at Valley City State College as Required by Section A-5-b and c of the Regulations on Academic Freedom, Tenure, and Due Process.

A. All full-time faculty with the rank of instructor, assistant professor, associate professor, or professor.

B. All part-time faculty who hold the rank of instructor, assistant professor, associate professor, or professor.

C. All full-time or part-time instructional support personnel who hold faculty ranks of instructor, assistant professor, associate professor, or professor as designated in Section II-B of the Procedural Regulations.

V. A Statement Defining the Procedure and Criteria for Awarding Tenure Credit for Previous Professional Experience in Accordance with Section A-5-d of the Regulations on Academic Freedom, Tenure, and Due Process.

A. Procedure

1. When a division chairman and division screening committee recommend a candidate for appointment to the faculty at Valley City State College, they will forward to the Dean of Academic Affairs a memorandum (1) setting forth the recommendation and the reasons for selection, and (2) proposing the academic rank, salary, and credit toward tenure if the appointee has previous professional experience.

*See also Constitution of the Faculty Association

2. The letter of appointment will be issued from the Office of the Dean of Academic Affairs and will detail the salary, rank of appointment, and the years of professional experience to be applied toward tenure.

3. The contract issued from the Office of the President will also include salary, rank of the appointment, and the years of professional experience to be applied toward tenure.

B. Criteria for awarding tenure credit or status at the time of initial appointment:

Tenure credit or status will be awarded at the time of initial appointment at Valley City State College only in exceptional cases. An exceptional case shall be defined as a candidate who has clearly distinguished himself or herself in the following basic categories:

1. Scholarship

2. Professional achievements and contributions

3. Effectiveness in instruction

VI. A List of the Types of Special Faculty Appointments that do not Involve Tenure Credit or Status, as Provided for in Section B-1 of the Regulations on Academic Freedom, Tenure, and Due Process.

All faculty appointments with the rank of instructor, assistant professor, associate professor, and professor shall involve tenure credit or status unless otherwise stated in the initial contract and letter of appointment. All other appointments, including that of lecturer, shall not involve tenure credit or status.

VII. The Published Subscription of the Evaluation Process Required by Section B-3 of the Policy.

A. All tenured faculty members are evaluated annually at Valley City State College by their respective division chairmen. Tenured faculty members are evaluated in the following basic categories:

1. Scholarship

2. Professional achievements and contributions

3. Effectiveness in instruction

4. Service to the college, the profession, and the community

B. The evaluation of tenured faculty members is primarily concerned with encouraging improvement and noting success in the above basic categories. The evaluation process is discussed in detail in Section I-B of the Procedural Regulations.

C. All non-tenured faculty at Valley City State College will undergo a peer evaluation annually. First year faculty will be evaluated prior to February 1. Non-tenured faculty with one or more years of service will be evaluated no later than November 1. The basic categories in which the non-tenured faculty member will be reviewed are:

1. Scholarship

2. Professional achievements and contributions

3. Effectiveness in instruction

4. Service to the college, the profession, and the community

D. The evaluation of non-tenured faculty is both to encourage improvement in the above categories and to provide a fair procedure for arriving at decisions to renew or not to renew appointments.

E. The procedures and documents utilized in the evaluation of tenured and non-tenured faculty are published in Sections I-A and I-B of the Procedural Regulations. Each faculty member should carefully study the categories and procedures which will be used in the evaluation of faculty at Valley City State College.

VIII. Final Institutional Authority for Non-Renewal Decisions under Section C-2 of the Regulations on Academic Freedom, Tenure, and Due Process.

A. All decisions at Valley City State College involving the non-renewal of faculty appointments shall be the final responsibility of the President of the College.

IX. Procedures For Faculty Participation in Decisions Involving the Termination of Tenured Faculty Members under Section E-1 of the Regulations on Academic Freedom, Tenure, and Due Process.

A. Introduction

Valley City State College subscribes to the guidelines for colleges and universities recommended in 1971 by AAC, which recognizes that an institution may find it necessary to curtail or eliminate an academic program for reasons

of financial exigency. Such program retrenchment may require termination of probationary and/or tenured members of the faculty. Valley City State College further subscribes to the statement in AAUP's 1940 "Statement of Principles on Academic Freedom and Tenure" which provides in regard to tenured faculty that "termination of a continuous appointment because of financial exigency should be demonstrably bona fide." The importance of such decisions to an institution, its students and members of its academic staff requires the closest possible coordination of fiscal and academic planning. In general, Valley City State College endorses the principle that tenured members of the faculty should normally be retained in preference to probationary appointees. This preferential status should include wherever possible an opportunity to transfer or re-adapt to other programs within the department or institution. If retention is not possible, the institution should assume responsibility for assisting the faculty member in securing other employment. Early retirement and transfer from full-time to part-time service may be acceptable alternatives to termination in some situations of financial exigency. However, such decisions should be governed by the same guidelines and procedural safeguards as those which result in termination, The following guidelines are recommended.

B. Procedures and Guidelines to Insure Due Process in Faculty Reductions Under Section E-1 of the Regulations on Academic Freedom, Tenure, and Due Process.

1. When the President of the College identifies academic areas of concern based upon financial and enrollment data and overall college mission, he shall forward his concern to the Academic Dean, the divisional chairman involved, the Long Range Planning Committee, the Executive Council of the Faculty Association, and the student government.

2. The divisional chairman involved shall meet with members of his division to review the data, prepare further documentation, and present recommendations to the LRPC. Simultaneously, the Executive Council of the Faculty Association and the student government may forward their respective recommendations to the LRPC.

3. The LRPC makes every effort to determine the nature of the fiscal limitations and within those constraints to establish appropriate educational priorities. Careful documentation of the evidence supporting a staff reduction decision is essential. Appropriate financial information, student-faculty ratios, qualitative program and course evaluations, enrollment data, and other pertinent information should be used to support a case of financial exigency. Criteria for the retention of

faculty members in cases involving retrenchment as a result of reduction in enrollment or financial exigency will be in accordance with the State Board of Higher Education's Regulations on Academic Freedom, Tenure, and Due Process, Section E-1. Except for confidential material of a personal nature, this information should be widely shared among the college community. Having accomplished the above, the LRPC forwards its recommendations with supporting documentation to the President of the College and the Executive Council of the Faculty Association. The Long Range Planning Committee's involvement in the process of providing recommendations shall be considered valid only if the committee contains a representative from each academic division selected by the President of the College annually from a list of names provided by the division chairmen. The Executive Council has the option of reviewing the recommendations of the LRPC and submitting its comments to the President of the College.

4. The President reviews the recommendations and renders a decision. In cases where faculty appointments are to be terminated, the determination of the specific individual(s) shall be made by a committee composed of the tenured faculty members of the division involved and the divisional chairman. The recommendations of this committee are forwarded to the Dean of Academic Affairs for review and submitted to the President of the College. Notice of termination or non-reappointment shall be as prescribed in the V.C. S.C. Manual.

5. Any faculty member affected by termination or non-reappointment has the right to appeal to the Faculty Association's Special Review Committee and/or the Standing Committee on Faculty Rights.

6. If an appointment is terminated because of financial exigency or because of the discontinuance of a program of instruction, the released tenured faculty member's place will not be filled by a replacement within a period of two years, unless the released faculty member has been offered reappointment and a reasonable time with which to accept or decline.

VII. SELECTION AND APPOINTMENT PROCEDURES

Procedure. Appointment to the Valley City State College Faculty is by the State Board of Higher Education on the recommendation of the President of the College. The usual procedures in selecting candidates for faculty positions are as follows:

1. The faculty needs of each division are determined on the basis of schedule requirements, anticipated enrollment, program development, and anticipated retirements, resignations and approved leaves of absences.

2. Each year a composite list of positions (specific job description) is compiled in the Office of the President and the Dean of Academic Affairs and each Division Chairman is notified of his staff allocations. Placement bureaus and graduate deans of the major universities may be notified of existing vacancies. Other contacts are made by Division Chairmen and faculty members at meetings of professional organizations, through deans of graduate schools and through acquaintance of faculty members. The object is to secure as large a number of potential candidates as possible.

3. Applications, recommendations and credentials are received by the Division Chairman and the Division Screening Committee for evaluation. The Division Screening Committee will be appointed by the Division Chairman, who will serve as Chairman of the Committee.

4. Initial selection of candidates is made by the Divisional Chairman with the approval of the majority of the faculty members in the Division.

5. Selected candidates are invited to the campus for personal interviews.

6. The decision to recommend to the Board of Higher Education a candidate for appointment to the Faculty is made by the President upon the written recommendations of the Dean of Academic Affairs, the Division Chairman, and the Division Screening Committee.

Procedures for scheduling faculty and instructional services candidates' interviews and recommending appointment are as follows:

1. Any candidate brought to campus for an interview should be a best prospect of at least three qualified persons whose credentials have been examined. Personnel supply in an academic field may reduce the number of possible candidates.

2. Before an invitation is extended to a candidate the Division Chairman should:

   a. ascertain from the Dean of Academic Affairs the existence of the vacancy.

   b. forward to the Dean of Academic Affairs credentials which should include, if possible, parts b, c, d, e, and f, Item 6, shown below.

3. Any administrative person who is scheduled to interview a candidate should be forwarded credentials for the candidate prior to his interview.

4. Interviews with the following administrative personnel should be scheduled:

   a. Division Chairman

   b. Dean of Business Affairs

   c. Dean of Academic Affairs

   d. President of the College

5. A candidate should have the opportunity to be interviewed by a number of faculty members including those in the academic discipline in which he is being considered. Each candidate invited to campus for an interview should be afforded an opportunity to be interviewed by a number of students who are Majors or Minors in the academic discipline in which he is being considered. The Division Chairman will select students who are to participate in an interview. Students should have the opportunity to make recommendations to the Division Chairman.

6. A recommendation for appointment from the Dean of Academic Affairs to the President of the College should contain the following:

   a. a memorandum recommending appointment from the Division Chairman and the Division Screening Committee setting forth the recommendation reasons for selection, and proposing the academic rank, salary, and credit toward tenure of previous professional experience.

   b. vita information

c. placement papers

d. official transcripts (especially important if placement papers are not current or prepared by a university bureau).

e. as many as three letters of recommendation, one or two of these reflecting the candidate's current assignment. These letters are necessary if the placement materials have not been updated to contain current recommendations.

f. a written report on any telephone conversations concerning the candidate made by the Division Chairman.

7. The letter of appointment will be issued from the office of the Dean of Academic Affairs and will detail the salary, rank of the appointment, and the years of professional experience to be applied toward tenure. The instrument of appointment will consist of an Appointment Document issued from the Office of the President.

AA-24-J1-1975

ACADEMIC VACANCY NOTICE

VALLEY CITY STATE COLLEGE
Valley City, North Dakota

1975-76

POSITION AVAILABLE:

COLLEGE DESCRIPTION: Valley City State College is a state-supported institution of higher education which is authorized to award the B.S., B.A., B.C.S., and A.A. degrees. The student population numbers approximately 900. The institution is fully accredited by the North Central Association of Colleges and Secondary Schools and the National Council for the Accreditation of Teacher Education.

THE COMMUNITY: Valley City is a community of 8,800 approximate population. It is located in the east central portion of the state. Fargo-Moorhead, a metropolitan area, is located 60 miles on interstate highway east of Valley City. Minneapolis-St. Paul is located 300 miles to the southeast on Interstate 94. The community is located on major transportation and communication lines and the location lends itself to cultural activities and outdoor sports.

EDUCATIONAL AND EXPERIENCE REQUIREMENTS:

POSITION DESCRIPTION:

SALARY RANGE, BENEFITS AND TERM OF APPOINTMENT: A group health program is available through Blue Cross-Blue Shield. A state teacher retirement program is available and participation in TIAA-CREF is a part of the state higher education retirement program. A group disability insurance program is available.

APPLY TO: (Appropriate Division Chairman)
Valley City State College
Valley City, North Dakota 58072
Telephone: (701) 845-7___

An Equal Opportunity Employer

AA-25-J1-1975

INSTRUCTIONAL SUPPORT

VALLEY CITY STATE COLLEGE
Valley City, North Dakota

1975-76

POSITION AVAILABLE:

COLLEGE DESCRIPTION: Valley City State College is a state-supported institution of higher education which is authorized to award the B.S., B.A., B.C.S., and A.A. degrees. The student population numbers approximately 900. The institution is fully accredited by the North Central Association of Colleges and Secondary Schools and the National Council for the Accreditation of Teacher Education.

THE COMMUNITY: Valley City is a community of 8,800 approximate population. It is located in the east central portion of the state. Fargo-Moorhead, a metropolitan area, is located 60 miles on interstate highway east of Valley City. Minneapolis-St. Paul is located 300 miles to the southeast on Interstate 94. The community is located on major transportation and communication lines and the location lends itself to cultural activities and outdoor sports.

EDUCATIONAL AND EXPERIENCE REQUIREMENTS:

POSITION DESCRIPTION:

SALARY RANGE, BENEFITS AND TERM OF APPOINTMENT: A group health program is available through Blue Cross-Blue Shield. A state teacher retirement program is available and participation in TIAA-CREF is a part of the state higher education retirement program. A group disability insurance program is available.

APPLY TO: (Appropriate Division Chairman)
Valley City State College
Valley City, North Dakota 58072
Telephone: (701) 845-7___

An Equal Opportunity Employer

AA-26-J1-1975

VACANCY NOTICE

VALLEY CITY STATE COLLEGE
Valley City, North Dakota

1975-76

POSITION AVAILABLE:

COLLEGE DESCRIPTION: Valley City State College is a state-supported institution of higher education which is authorized to award the B.S., B.A., B.C.S., and A.A. degrees. The student population numbers approximately 900. The institution is fully accredited by the North Central Association of Colleges and Secondary Schools and the National Council for the Accreditation of Teacher Education.

THE COMMUNITY: Valley City is a community of 8,800 approximate population. It is located in the east central portion of the state. Fargo-Moorhead, a metropolitan area, is located 60 miles on interstate highway east of Valley City. Minneapolis-St. Paul is located 300 miles to the southeast on Interstate 94. The community is located on major transportation and communication lines and the location lends itself to cultural activities and outdoor sports.

EDUCATIONAL AND EXPERIENCE REQUIREMENTS:

POSITION DESCRIPTION:

SALARY RANGE, BENEFITS AND TERM OF APPOINTMENT: A group health program is available through Blue Cross-Blue Shield. A state teacher retirement program is available and participation in TIAA-CREF is a part of the state higher education retirement program. A group disability insurance program is available.

APPLY TO: (Appropriate Division Chairman)
Valley City State College
Valley City, North Dakota 58072
Telephone: (701) 845-7___

An Equal Opportunity Employer

APPOINTMENT MEMORANDUM: DIVISIONAL RECOMMENDATIONS

I. Name of Candidate _____

Current Position _____

II. Specific Job Description

III. Majority Committee Recommendation

IV. Minority Committee Recommendation (if any)

Signatures: _____ Members of the Screening Committee

_____

_____

_____

_____

V. Division Chairman's Recommendation and Comments

_____ Do not Recommend Appointment

_____ Recommend Appointment

_____ Rank

_____ Years of Experience Credited Toward Tenure

_____

Division Chairman's Signature

APPOINTMENT MEMORANDUM: DEAN OF ACADEMIC AFFAIRS' RECOMMENDATION

I. Name of Candidate _____

Current Position _____

II. Specific Job Description:

III. Recommendation of Dean of Academic Affairs:

_____ Do not Recommend Appointment

_____ Recommend Appointment

_____ Salary

_____
Dean of Academic Affairs

VIII. PROCEDURES FOR FACULTY PROMOTION

The Promotions Advisory Committee

The Promotions Advisory Committee shall be composed of Division Chairmen. The Dean of Academic Affairs will serve as the non-voting chairman.

Applications for Promotion

A. Procedures for Application

Applications for promotion can be initiated in one or more of the following ways:

1. The Division Chairman may invite those members of his Division whom he deems worthy of promotion to accept, complete, and return to him an application for promotion. The completed form supplemented with his recommendations shall be transmitted by the Division Chairman to the Dean of Academic Affairs prior to an announced deadline.

2. An individual faculty member who meets the minimum criteria and requirements for faculty promotion may nominate himself by obtaining an application from the Dean of Academic Affairs for transmission to the Promotions Advisory Committee for evaluation and action. Such an alternative is appropriate for:

   a. A faculty member not invited by his Division Chairman to apply for promotion by the specified date, or

   b. An individual whose faculty assignment does not place him under the direct jurisdiction of a Division Chairman.

   The faculty member who uses this procedure must transmit the completed application for promotion to the Dean of Academic Affairs by a specified date.

   When such a procedure is followed, the Dean shall inform the Division Chairman of the receipt of the promotion application.

   Any faculty member may submit to the Dean of Academic

Affairs with the consent of the colleague so nominated, a letter of recommendation for the promotion of any other faculty member. Such a letter should include the same kinds of documentation as requested on the application for promotion.

3. The President of the College or Dean of Academic Affairs with the consent of the individual so concerned may nominate any faculty member not otherwise recommended for promotion. The faculty member so nominated and the appropriate Division Chairman shall be requested to complete and return the application for promotion to the Dean of Academic Affairs by the specified date.

   When such a procedure is followed, the Dean of Academic Affairs shall transmit the completed form to the President of the College with his recommendation and the President shall transmit the documents directly to the Promotions Advisory Committee for evaluation and action.

Responsibilities of Personnel Involved in the Promotions Process

A. Division Chairman

1. To make a continuing study of his staff members in regard to the criteria for faculty promotion.

2. To invite staff members under his jurisdiction whom he feels worthy to accept an application and to apply for promotion; such invitations must be made by an announced date of each year.

3. To complete a recommendation form for each faculty member nominated for promotion. The nominee's colleagues of higher academic rank may share in the collection and evaluation of evidence reported by the Division Chairman.

4. To forward the nominee's application form, the Division Chairman's recommendation form, and any other pertinent information to the Dean of Academic Affairs.

B. Dean of Academic Affairs

1. To serve as non-voting chairman of the Promotions Advisory Committee.

2. To receive the recommendation for promotion transmitted by the Division Chairman.

3. To analyze such recommendations and to seek additional data deemed necessary.

4. Dean of Academic Affairs with the consent of the individual so concerned may nominate any faculty member not otherwise recommended for promotion.

5. To make recommendations on each application.

6. To make applications for promotion available to any faculty member who requests one.

7. To confer upon request with any faculty member whose application for promotion did not receive final favorable action.

C. President of the College

1. To nominate at his discretion, any faculty member not previously nominated for promotion to the Promotions Advisory Committee.

2. To receive the recommendations of the Promotions Advisory Committee at the conclusion of their deliberations. He shall then submit to the State Board of Higher Education a list of all nominees considered, action at each level of recommendations, which should include a complete statement detailing the reasons for the Promotions Advisory Committee recommendations.

3. To supply the appropriate Division Chairman with a statement of the decisions concerning the faculty members in his Division which should include reasons for any adverse decisions.

D. Promotions Advisory Committee

1. To acknowledge in writing to the individual under consideration the receipt of his faculty promotion application.

2. To seek pertinent information concerning any applicant's qualifications.

3. To make recommendations to the President of the College concerning those to whom promotion should be granted and those to whom promotion should be denied.

CRITERIA FOR PROMOTION IN FACULTY RANK

In order to be appointed or promoted to a specific rank, a faculty member must meet the minimum requirements described below.

Lecturer

The rank of Lecturer will be reserved for one who performs teaching duties or duties related directly to instruction for a limited period of time. This rank is reserved for temporary appointments. Minimum qualifications are a sound educational background for the specific task or duty and the attainment of the Bachelors Degree or its equivalent.

Instructor

Masters Degree
Doctorate

Only in very exceptional cases will a candidate be appointed or promoted to the rank of instructor prior to attainment of the Masters Degree. Exceptional cases will be defined as faculty members or prospective faculty members who have clearly distinguished themselves in the following basic categories:

1. Scholarship
2. Professional achievements and contributions
3. Effectiveness in instruction
4. Service to the College, the profession, and the community

Assistant Professor

Masters Degree
Doctorate

Normally promotion to the position of Assistant Professor assumes the attainment of a terminal degree with little or no experience. Terminal degrees will be defined as doctorates except in discipline areas where an advanced graduate degree other than a doctorate is considered terminal, i.e., advanced degrees in law, fine arts, accounting, etc.

Only in very exceptional cases will a candidate be appointed or promoted to the rank of Assistant Professor prior to the attainment of an earned doctorate or terminal degree. Exceptional cases will be defined as faculty members or prospective faculty members who have clearly distinguished themselves in the following basic categories:

1. Scholarship
2. Professional achievements and contributions
3. Effectiveness in instruction
4. Service to the College, the profession, and the community

Associate Professor

Masters Degree
Doctorate

Normally promotion to the position of Associate Professor assumes the attainment of an earned terminal degree with significant professional experience. In very exceptional cases Associate Professorships may be awarded to one who does not hold a terminal degree. An exceptional case will be defined as a candidate who has clearly distinguished himself or herself in the following basic categories:

1. Scholarship
2. Professional achievements
3. Effectiveness in instruction
4. Service to the College, the profession, and the community

Full Professor

Doctorate

Normally promotion to the rank of Professor assumes the attainment of an earned terminal degree. In addition, one who seeks promotion to the rank of Professor must have distinguished himself or herself in the following basic categories:

1. Scholarship
2. Professional achievements and contributions

3. Effectiveness in instruction
4. Service to the College, the profession, and the community

Only in very exceptional cases involving superior achievements in the basic categories will the rank of full Professorship be awarded to one who has not attained a terminal degree.

IX. RETIREMENT

A. Beginning with July 1, 1971, a "normal retirement age" of 65 years for faculty members shall be implemented according to the following schedule and provisions:*

1. All faculty members age 55 and under will normally retire at age 65. A faculty member's regular appointment terminates at the end of the academic year in which his sixty-fifth birthday falls. The academic year is here understood to end June 30.

2. Faculty members over 55 at date of implementation will have 10 years or whatever part of the remaining before age 70 during which they may adjust to the requirement. For example:

   Those age 56 will normally retire at age 66.
   Those age 57 will normally retire at age 67.
   Those age 58 will normally retire at age 68.
   Those age 59 will normally retire at age 69.
   Those age 60 will normally retire at age 70.

   Faculty members who are age 61 to 65 at the time the policy goes into effect may teach until age 70.

3. Faculty members whose initial employment occurs after the date of adoption of this policy shall retire at age 65.

   Exceptions to normal retirement at age 65 may be made upon request of the faculty member and recommendation of the chairperson of the department or Dean of Academic Affairs and of a Standing Committee on Faculty Rights. This Committee will be made up of the five members of the institutions's tenure committee and two additional members to be selected by the President of the College, each of whom would serve a two-year staggered term. Recommendations will be made to the President and will

*Normal retirement age is defined as "the first age at which retirement would not be classified as 'early' and the age beyond which further service, if permitted, is considered an 'extension of service'."

require approval of the State Board of Higher Education.

All persons who request permission to teach beyond the established retirement age must have a prescribed medical examination and submit a report of the medical examiner to the Committee. The Committee shall have the right to consult the medical examiner. Extensions of teaching service beyond normal retirement age shall be on a year-to-year basis.

Faculty members who are permitted to teach beyond the normal retirement age shall be entitled to the same fringe benefits as are available to corresponding faculty members prior to retirement.

These provisions relating to teaching beyond age 65 will also apply to administrative officers who wish to resume their teaching careers.

B. Retirement Benefits

1. TIAA-CREF

Teachers Insurance and Annuity Association-College Retirement Equities Fund (TIAA-CREF) is a retirement plan, authorized by the North Dakota State Board of Higher Education for faculty, professional research staff, and certain designated administrative and library staff.

Faculty and research staff with rank of professor or associate professor and such administrative and library employees who may be designated by the State Board of Higher Education as having equivalent professional rank participate in the plan as of the date of first employment at a contribution rate of 5.5 percent of contract salary. After 10 years of service, the contribution rate shall be 6 percent.

Faculty employees with rank of assistant professor or instructor and such administrative and library employees who may be designated by the State Board of Higher Education as having equivalent professional rank shall participate in the plan as of the date of first employment at a contribution rate of 0.5 percent. After two years of service the

rate shall be 5.5 percent, and after 10 years of service the rate shall be 6 percent. Employees at these ranks who bring corresponding retirement annuity plans from other institutions may continue the plan as of the first date of employment at a contribution rate of 5.5 percent. After 10 years of service, the rate shall be 6 percent.

Professional research staff without academic rank or with rank of assistant professor or instructor shall participate in the plan at the contribution rate of 5 percent after 2 years of service.

The State will match the individuals 0.5 percent, 5 percent, 5.5 percent, or 6 percent contribution and forward the proceeds to TIAA-CREF.

The participant must also designate a percentage allocating premiums between the TIAA-CREF investment plans.

2. Supplemental Retirement Annuities Plan (SRA)

Institutional and Board staff members eligible for and participating in the TIAA-CREF retirement program are authorized to participate in the Supplemental Retirement Annuities at their discretion by making appropriate arrangements through the Business Office of the institution at which they are employed. There will be no commitment on the part of the State or the institutions to match the funds deposited with SRA by individuals

3. TIRF (North Dakota Teachers Insurance and Retirement)

New faculty employees are not required to participate unless they are current members and wish to continue. Covered faculty remit yearly premiums amounting to 4 percent (but not more than $120) of one's salary during the first eight years of employment in the state. During the next eight years the premiums are 5 percent (but not more than $180). Thereafter, the premium is 6 percent (but not more than $200). Premiums are withheld from your salary each month. The yearly contribution rate paid by the state is $50 for the first eight years and $120 thereafter.

X. GROUP HEALTH, LIFE, AND DISABILITY INSURANCE

A. HEALTH GROUP

All state employees are covered under a uniform group major health program. Currently the contract for this program is with Blue Cross/Blue Shield of North Dakota. The plan has both medical and major medical coverage. All active, full-time employees are eligible for coverage under the state's group health plan.

A single contract costs $14.46; a family contract $41.90; the medicare rates vary depending on whether or not both husband and wife are on medicare. The employer (in this case the State) pays the cost of a single contract. The benefits are described in a booklet available from the Business Office.

B. LIFE INSURANCE GROUP

Along with the health coverage the State also has a life insurance group. A basic policy of $1,000 coverage is available to all active, full-time employees; the cost is paid by the state. In addition to this basic coverage, the carrier offers additional life coverage equivalent to one times the annual earnings (rounded off to the next highest $1,000 of coverage).

Example: If an employee has an annual salary of $9,200, the employee may take additional life coverage for $10,000. This is in addition to the basic $1,000 coverage.

The premium for this additional life coverage is paid for by the employee. The rates per thousand are dependent on the age of the applicant.

Also available under the optional insurance coverage is coverage for the dependent spouse and children. The dependent spouse coverage is for $2,000 and the rate for this coverage is also dependent on employee-applicant's age. The coverage for the children is for $500 for the first six months of age, and $1,000 after six months. The rate for this coverage is 25 cents.

C. DISABILITY

Staff members are also covered by a state Workmen's Compensation plan which gives protection for those injured on the college premises or while engaged in official duties.

D. TOTAL DISABILITY BENEFITS PLAN

1. Eligibility

a. Classes of Employees Eligible

All active full-time employees (except temporary employees) who are faculty members or administrative officers.

For the purpose of eligibility hereunder, non-faculty employees who work less than thirty-two hours a week will not be considered full-time employees.

b. When an Employee Becomes Eligible for Insurance

Each employee in an eligible class who is in service on the effective date of this policy will be eligible for insurance hereunder as of said date.

Each employee who enters an eligible class after the effective date of this policy will be eligible for insurance hereunder as of the first day of the month coinciding with or next following the completion of one year of service in such class.

Provided that any employee in an eligible class who, within three months prior to his entry into such class, was insured through his previous employer under another Group disability insurance policy providing income benefits for a minimum of five years during total disability due to sickness will be eligible for insurance hereunder as of the first day of the month coinciding with or next following the date of entry into such class.

Provided that if an employee is not actively at work on the date he would otherwise become eligible hereunder, he will not be eligible until he returns to active work.

2. Enrollment

It is important that you enroll promptly so that your insurance will become effective as soon as you are eligible for it. If you delay enrollment more than 31 days after becoming eligible, you will be required to furnish evidence of insurability satisfactory to TIAA. If you should be absent from work on the day you would otherwise become insured, you will become insured on the day you return to work.

3. Termination

Your insurance will terminate if your active service is terminated, if your contributions are discontinued, if you cease to be in a class of employees eligible for coverage, or if the Group Insurance Policy is terminated. Insurance terminates three months before your 65th birthday, since benefits are not payable for the first three months of total disability nor beyond age 65. Termination of your insurance does not affect your benefits for a total disability existing on the date of such termination.

4. Definition

Total disability under this program is the "inability of the employee, by reason of sickness or bodily injury, to engage in any occupation for which the employee is reasonably fitted by education, training, or experience."

5. Benefits

The plan provides the following benefits, which begin on the first of the month following three consecutive months of total disability and continue during such disability until you reach age 65 or until your prior death:

a. A Monthly Income Benefit which, including any income benefits payable from Social Security, Workmen's Compensation, North Dakota Teachers Insurance and Retirement Fund and any disability benefits payable under any other retirement or insurance plan for which contributions or payroll deductions are made

by the College is equal to 60 percent of the first $1,500 of your covered monthly salary plus 40 percent of covered monthly salary in excess of $1,500 as of the date the disability began, but not to exceed $1,200 monthly. In no event will the TIAA Monthly Income Benefit be less than $50, even though this amount may bring your total disability income to more than 60 percent of salary.

b. A Monthly Annuity Premium Benefit equal to 10 percent of your covered monthly salary as of the date the disability began. If you participate in the College's TIAA-CREF retirement plan, this benefit will be credited as monthly premiums to your existing TIAA-CREF annuities. If you are not participating in the TIAA-CREF retirement plan at the date of disability this benefit will be applied as monthly premiums to a newly issued TIAA contract and/or CREF certificate issued at the time disability benefits commence, subject to the receipt of a satisfactorily completed annuity application.

The Monthly Income and Annuity Premium Benefit payable by TIAA during continuous total disability will be increased each year by 3 percent compounded annually, beginning with the first day of the calendar month following 15 months of such continuous disability.

Your covered monthly salary used to determine benefits is one-twelfth of your basic annual salary (exclusive of overtime and other forms of additional compensation).

The combination of a Monthly Income Benefit and a Monthly Annuity Premium Benefit assures each of you who participate in the College's Disability plan and in the retirement plan that in the even of total, long-term disability you will receive a regular monthly income and premiums will continue to be applied on your annuity during such disability until age 65, when the TIAA disability benefits stop and your annuity benefits can begin. In the event of your death before age 65, the full current value of your TIAA-CREF annuity accumulation is paid to your beneficiary in accordance with the beneficiary options of your annuity.

6. Exclusions

Benefits are not payable if total disability results from any of the following causes:

a. Injury or sickness resulting from war, declared or undeclared.

b. Injuries sustained in an accident which occurred or sickness which commenced prior to the date the employee became insured under the Group Policy. This exclusion does not apply, however, to a period of total disability commencing after the employee has been continuously insured for at least one year under any TIAA Group Total Disability Insurance Policy that provides Monthly Income Benefits, nor to a period of total disability commencing after March 31, 1975.

c. Intentional self-inflicted injury or sickness.

d. Pregnancy, except that this exclusion will not apply to a period of Total Disability commencing after termination of pregnancy.

XI. PURCHASING PROCEDURES

These procedures are published in order to provide all faculty and staff the guidelines necessary for financial control of departmental budgets. The procedures are to be used for all expenditures of a departmental budget except for the salary portion as this is a fixed expenditure item. These procedures are divided into three areas of concern: (A) General Guidelines For All Purchases, (B) Bookstore and Local Purchases, and (C) Non-Local Purchases.

A. General Guidelines For All Purchases

1. Purchase orders may be secured from the Business Office where the purchase order numbers will be assigned to the department receiving the purchase orders.

2. All purchase orders must be typewritten in order that the Business Office can readily interpret the information supplied on the order.

3. The complete address of the supplier and the buyer must be evident on the order.

4. The "Date of Order", "Date Required", "F.O.B.", "Requested By", "Department", and "Account" blocks must be completed by the individual preparing the purchase order.

5. The "Approved By" block must be signed by the Division Chairperson of the individual preparing the purchase order, or the Administrative Officer in charge of the office for which the purchase order is intended.

6. All Purchase Orders must be priced and extended.

7. All completed purchase orders must be submitted to the Business Office for proper verification, approval, and processing. The Business Office must approve all purchase orders prior to their being mailed.

8. Telephone orders will not be honored at any time.

9. The following procedures are extracted from the State Board of Higher Education Procedural Manual, and they apply to equipment purchases:

   a. Anything specifically approved in budget does not have to be submitted, unless the cost exceeds that listed, in which case it will be submitted to the appropriate office for authority--Board or Commissioner.

   b. Items which are substituted up to $600 need no furthur approval.

   c. Any substituted item $600 to $3,000 not in budget goes to Commissioner only.

   d. Any substituted item in excess of $3,000 not in budget goes to full board.

   e. Any purchase over $500 must be made on bids or informal price quotations.

      (1) $0-$500 - Telephone quote or negotiation. For audit purposes keep a record of date of telephone conversation, person talked to, etc. The above information should be typed on the purchase order.

      (2) $501-$2,000 - Informal quotes or bids. At least three bidders.

      (3) $2,01 and over - Formal bids.

   f. All purchases coming to the Commissioner or the Board for approval shall indicate the source of funds.

10. Any equipment purchased which is a substitute for any line item piece of equipment listed in the annual budget of $300 or more must be approved by the Dean of

Academic Affairs for all academic divisions and academic services or must be approved by the Dean of Administrative Affairs for administration and physical plant. All purchases of equipment should be made as soon as possible at the beginning of the academic year.

B. Guidelines For Bookstore and Local Purchases

1. As it is not economically feasible to prepare purchase orders for bookstore or local purchases of a small nature, purchase orders need not be prepared for these purchases. However, because of the lack of financial control on departmental budgets resulting from this type of expenditure, the college places primary responsibility for payment of any debt incurred through this process on the individual making the purchase. The college will pay for these debts only to the extent of departmental budget balances.

2. Any local purchases which have a value of $25 or more must still be placed with a purchase order.

C. Guidelines For Non-Local Purchases

1. All non-local purchases must be made following the guidelines as delineated in Section A of these procedures.

2. All purchase orders must have Valley City, ND placed in the "F.O.B." block of the purchase order.

D. Unauthorized Use of College Supplies or Equipment

The unauthorized personal use of college property including supplies, materials, or equipment is illegal. All college staff members who have supervisory positions should note this item to their subordinates.

XII. TELEPHONE AND TELEPHONE BILLING PROCEDURES

The following procedures are to be followed so the accountability of long-distance telephone calls is delineated as to the individual responsible and the correctness of the billing is established.

A. The long-distance charges per telephone station number will be sent to the person assigned to that station number at the beginning of each month.

B. The person assigned to the station number should keep a daily or weekly log of all long-distance calls not made on the CATS or WATS network so he/she can verify all charges listed on the billing.

C. Upon completion of the verification of the billing, the billing must be signed by the individual responsible and returned to the Business Office within the first ten (10) days of the month.

D. All charges which cannot be verified should be circled and notated prior to signing the billing and returning it to the Business Office. The person assigned a station number is primarily responsible for the long-distance charges assessed that station number, therefore, the individual must take all necessary steps to insure the security of the phones connected with that station number.

E. Station numbers are assigned by the Accountant-Office Manager, and any questions as to the assignment should be directed to him.

F. All calls made within the State of North Dakota must be made on the CATS or WATS network. Any deviation from this policy must be fully explained on the back of the billing prior to its return to the Business Office.

G. When making long-distance calls while away from your office, you must use the credit card number assigned to your station number. These credit cards will be issued at the beginning of the academic year by the Business Office.

H. Any questions relating to telephone usage should be directed to the Accountant-Office Manager.

XIII. LEAVES OF ABSENCE

A. Sabbatical Leave

Upon the recommendation of the President and approval by the State Board of Higher Education (A routine), a member of the faculty who has served the institution at least 6 consecutive years since his original appointment may be granted a sabbatical leave of absence for one appointment period at one-half salary, or for one-half appointment period, or less, at full salary. A member of the faculty who has served the institution from 3 to 6 consecutive appointment periods may be granted a junior sabbatical leave of absence for one appointment period at one-fourth salary or for one-half appointment period, or less, at one-half salary.

A sabbatical leave shall be granted for the purpose of undertaking advanced study or research, the object of which is to enable the faculty member to increase his professional efficiency and usefulness to the system of higher education. Prior to the leave being granted, a proposal on the planned use of the leave, along with a signed statement agreeing to return to the state system of higher education for at least one appointment period (or return all salary received while on leave), will be presented to the Board by the president. Following his return he will present a written summary of his activities to the president for transmittal to the Board.

Sabbatical leave salary may be supplemented with grants and/or aids which bring the total salary to the equivalent of the faculty member's budgeted salary. Grants providing for extensive travel expenses incurred during the sabbatical leave shall not be considered as a part of the total salary.

A sabbatical leave and the period of required service following the leave must be completed at least five years prior to the mandatory retirement age of seventy.

Faculty granted leaves under Title III, Developing Institution Teaching Fellowships, or any other agency grant will not be eligible for junior or full sabbatical leave until they have fulfilled their return obligation

to the state system following their leave.

The 1975-1977 biennial appropriations for state colleges in North Dakota did not include support for sabbatical leaves.

B. Developmental Leave

Upon recommendation from the President and approval by the State Board of Higher Education, a member of the faculty who has served the institution at least six years may be granted a developmental leave for retraining and/or professional development providing the institutional resources are available and the work load is absorbed within existing staff resource allocations.

Prior to the leave being granted, a written proposal on the planned use of the leave must be presented identifying the activities to be carried forth with the useful contributions to be developed for benefit to the institution, to the state, and to the individual. The proposal shall also include the detail of the institutional source of funds for the stipend and an agreement signed by the individual to return to the system upon completion of the leave for a period of time at least equal to the leave time or refund the institution's stipend payment.

Developmental leave salary may be supplemented with non-institutional grants and/or aids which may bring the total stipend to an amount equal to but not to exceed the budgeted salary for the leave period. Grants providing for extensive travel expenses incurred during the leave shall not be considered as a part of the total salary.

Developmental leaves shall not be longer than twelve months and the institutional stipend shall not exceed one-half the annual salary. Developmental leaves at full salary may be granted for periods not to exceed one-half of the appointment period. Summer leaves will be considered on an individual basis only.

All requests for developmental leaves are to be submitted to the Board office for approval.

XIV. FIELD TRIPS

Field Trip Procedures

Field trips are recognized as a valuable supplement to classroom activities and to the organized Student Activities Program. However, it must also be recognized that, like any useful device. such a practice can be overworked and thus seriously interfere with the student's academic success. Trips involving intercollegiate athletics are included in another category with a separate policy.

A faculty member or faculty advisor who contemplates taking students on a field trip should complete the following steps in sequence:

A. Obtain appropriate field trip forms from the Office of the Dean of Academic Affairs. When serving as an advisor to a student club organization, consult the Dean of Students.

B. When the trip is directly related to instruction in a particular class, secure approval of the Division Chairperson and the Dean of Academic Affairs, present written requests for authorization, noting destination, dates and hours of departure and return, means of transporation, and names of students involved, or

   When the trip is an activity of a student organization, secure the approval of the Dean of Students. Unless otherwise stated, the faculty sponsor will be understood as accompanying the group and assuming responsibility for the students until all have safely returned to the campus. The sponsor should assure himself of the competence and insurance coverage of all whose cars are used for such trips. School cars will not normally be available for field trips.

C. When the trip is a part of classroom instruction, get approval of the Division Chairperson and Dean of Academic Affairs. The field trip form copies should reach the Office of the Dean of Academic Affairs well in advance of departure time and not later than the deadline indicated on the application. Authorization for the field trip will be complete upon the return to the faculty member of one copy of the request form endorsed by the Dean of Academic Affairs.

D. Prior to departure, the field trip sponsor is responsible for supplying the Office of the Dean of Academic Affairs or the Dean of Students with a final, updated list of students who will be absent from the campus.

XV. COLLEGE AUTOMOBILES

College automobiles may be used only for official college business. The procedure for arranging to use a college vehicle is as follows:

A. If the vehicle is to be used to supervise student teachers, reservations should be made with the divisional office of Education and Psychology at least one week in advance.

B. For all other official business, reservations should be made in the Office of the Dean of Academic Affairs.

The increased cost of gasoline requires that the use of college cars be carefully monitored. The administrator, faculty member, or employee to whom a college vehicle is designated for official business is responsible for checking the automobile out at the approved departure date and time and returning the automobile at the return date and time. When checking a vehicle out, the staff member responsible must list on the check-out form available in the college garage the date of departure, destination, and mileage at the time of departure. When checking the car in, the staff member responsible must provide the date of return and mileage.

All requests for the use of college automobiles for purposes other than the supervision of student teaching must be made by completing the appropriate form which is available in the Office of the Dean of Academic Affairs. Several copies of this form are provided here for your convenience.

Your attention is called to the list of state contract service station gasoline dealers which has been placed in all college vehicles. Please check this list because there are changes made periodically. Remember that ONLY regular or lead-free gasoline is to be purchased at authorized stations except under extreme emergency which must be reported to the Business Office. Two separate envelopes have been placed in the glove compartment in each vehicle. One is marked credit card only and the other receipts only. Be sure that the credit card is replaced in the proper envelope after each usage.

REQUEST TO USE COLLEGE AUTOMOBILES FOR OFFICIAL BUSINESS

OTHER THAN THE SUPERVISION OF STUDENT TEACHERS

1. Name _____

2. Division or Department _____

3. Departure Date and Time _____

   Return Date and Time _____

4. Destination _____

5. Please state briefly the nature of the official business.

Endorsement: _____

_____

Dean of Academic Affairs

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XVI. GRADING SYSTEM

A. Credit

The unit of credit is the quarter hour, which is given for the satisfactory completion of a subject pursued for one quarter (twelve weeks) having one recitation period or two laboratory periods per week. If the subject has four recitations per week, four hours of credit are usually given for its completion.

Credit for Continuing Education courses, workshops, seminars, summer school and evening school shall be comparable in meaning to the credit hours awarded for residential educational experiences. One quarter credit hour should involve on the average 25 hours of effort, part of which must involve in-the-classroom experience.

B. Marking and Honor Point System

Grades are reported in letter symbols, each of which carries a value in honor points per credit hour. The system, commonly referred to as the "four-point" system, is as follows:

Mark	Significance	Honor Points
A	Excellent	4.00
B	Good	3.00
C	Average	2.00
D	Passing	1.00
F	Failure	0.00
I	Incomplete	0.00
S	Satisfactory	0.00
U	Unsatisfactory	0.00
AU	Audit	0.00
W	Withdrawn	0.00

C. Incompletes

The mark Incomplete (I), which is reserved for special cases, means for reasons not within his control, the student has failed to meet a specific and important requirement in the course, but has in other respects done passing work for the quarter. The Incomplete (I) must be removed during the regular quarter following the term in which it was reported. The instructor must notify the Records Office in writing of any specific arrangements extending the period for completion. If the deficiency is not made up within the specified time, the Incomplete (I)

will stand as "I".

D. Repeated Courses

A student may, with the approval of his advisor, repeat a course once to improve his grade. More than one repetition must be approved by the Academic Affairs Council. A petition to the Council may be submitted with the approval of the student's advisor.

The record of both the original and repeated course will be retained on the student's record, but only the honor points earned and the credits gained in the last re-taking will be used in computing the cumulative grade point average.

E. Grade Point Average

Honor points indicating the quality of work are assigned on the assumption that a C average or a grade point average of 2.00 is required for graduation. The grade point average is determined by dividing the total number of honor points earned by the number of credit hours in which a letter grade of A, B, C, D, or F was received. Other letter grades such as I, S, U, AU, and W carry no honor point value, and are not included in the calculation of the grade point average.

F. Honors

Students who attain honor points equal to three and one-third times the number of credit hours (GPA = 3.33 or higher) will be classified as "honor students" upon graduation.

G. Academic Probation

Students who are not making progress toward their educational objective as indicated by their cumulative grade point average (GPA) will be placed on academic probation as a warning of this deficiency. The following standards have been established and apply to all regularly enrolled students:

Total Hours Attempted	Cumulative GPA Required
48	1.60
64	1.80
96	1.80
112	2.00
above 112	2.00

No student will be graduated with a degree from Valley City State College with a cumulative GPA below 2.00.

H. Academic Suspension

A student who is on academic probation must bring his cumulative GPA up to the required level during the next successive quarter, or he will be placed on academic suspension. The first academic suspension is for one quarter. A student who has been suspended may submit a petition to the Admissions and Scholastic Standing Committee for re-admission. Any student who has been suspended twice for academic reasons may be suspended permanently.

I. Continued Probation

Any student who is on academic probation and achieves a GPA of 2.00 or higher for that quarter may be continued on academic probation even though his cumulative GPA does not meet the required standards.

XVII. THE ALLEN MEMORIAL LIBRARY

LIBRARY HOURS

7:50 a.m. - 9:00 p.m. . . .Monday-Thursday

7:50 a.m. - 4:00 p.m. . . .Friday

4:00 p.m. - 9:00 p.m. . . .Sunday

(Vacation and Summer Hours will usually vary from the above schedule.)

A. Privileges

Members of the faculty have extended borrowing privileges. There is an unlimited time on loans; that is, you may have as many materials as you need and can use effectively, and you may keep them for as long as you need them. However, those needed by someone else are subject to recall if they have been out for a reasonable length of time. Notices are sent only at the end of Spring and Summer Quarters or if there is a demand for certain items. At that time return or renewal is expected. Fines are not charged the faculty.

B. Reserves

Materials may be put on reserve by an instructor if a limited number of copies must be used by many students. To put materials on reserve, fill out the form sheet which will be provided on request. If you wish to put personal copies on reserve, send them to the library. While materials usually are put on reserve for the entire quarter, arrangements may be made to have them on reserve for a shorter period of time.

If you happen to assign some reference work in the current issue of a periodical, try to call the circulation desk so the periodical can be kept on reserve for the necessary period of time. (Too many times the first student carries off the magazine and it is not available to others.)

To take items off reserve at any time, send word to the librarian. At the end of each quarter you will receive a notice about your reserves. Please return this slip which will indicate whether materials are to stay on

reserve or are to be taken off. Personal copies will be returned when your reserve is taken off.

Students may sign reserve materials out one-half hour before the library closes. They must return them the next day within one hour after the library opens.

C. Ordering Materials

Members of the faculty are encouraged to recommend library materials for purchase. Professional journals and reviews by other people in your particular field will afford the best grounds for selection of usable materials. Requests may be made at any time, preferably through your department chairperson. A typed or handwritten list, including as much bibliographic information as possible, is acceptable. A notice will be sent to you when the materials have been received and processed for use.

D. Interlibrary Loan

The library will borrow from other libraries materials which are not available here. This service is available to both faculty and students. However, these requests must be arranged through the library and not directly by the individual.

LOCATIONS OF MATERIALS

E. Stacks

In the stacks, you will find 000 - 300 and college catalogs (arranged alphabetically by state) in the basement. Bound and current periodicals are found on the first floor. The second floor houses 400 - 700 - B (biography), and the third floor, 800 - 900.

F. Main Reading Room

Reference books, such as encyclopedias, atlases, and indexes are in the main reading room. On the index table you will find Readers' Guide, Education Index, New York Times Index, Facts on File, other indexes, and a magazine print-out which lists all the magazine holdings. Reference books, which are marked R, may be taken out of the library with permission of a librarian.

G. Listening Room

On the second floor is a room equipped for use as a recreational listening center. It may be scheduled for occasional use by small groups. Ask at the circulation desk for further information as to its use.

H. Lobby

In the lobby are the card catalog, Subject Guide to Books in Print, the pamphlet file, recordings, and a photocopy machine, which is a self-service, coin-operated machine. Since it is coin-operated, the 10 cents must be inserted when the copy is made. Please do not ask to have any exceptions made (such as a charge to the department). See your department head if you have any questions. Both light music and literature-oriented recordings used in conjunction with music classes may be found in the files at the music building. Records may be taken out for short periods by students, student teachers, and faculty members from both the main library collection and the music building collection.

I. Audio Visual Materials

Included in the library's collection is a variety of non-book materials such as phonorecords, films, microfilms, microfiche, and others. Some are housed near the circulation desk and checked out there, and others are found in the Curriculum Library.

J. Circulation Desk

Books, non-book materials, and some viewing and listening equipment are checked out and returned at the circulation desk. The attendant at this desk also circulates the materials which are on reserve.

K. North Dakota Collection

The North Dakota Collection is located on the main floor in the Stack area. Books, magazines and serials, government documents, and vertical file materials relative to North Dakota are shelved in the North Dakota Collection. Many books classified between the numbers 917.76 to 917.87 and 977.6 to 978.7 are included.

L. Library Offices

Materials you may wish to use which are kept in the library offices are the shelf list, government documents item cards, Books in Print, Paperbound Books in Print, and the Cumulative Book Index.

M. Curriculum Library

The Curriculum Library, located in the basement, offers a wealth of special materials for students, student teachers, and members of the faculty.

Recent sample editions from many publishers are included in the textbook collection, which covers all subjects usually pursued in grades one through twelve. There are curriculum guides, teachers' manuals, workbooks, and tests to go with the textbooks.

In the collection of instructional materials you will find teaching aids such as transparencies, tapes (regular and cassette), filmstrips, games, flash cards, models, study prints, records, and multi-media kits with coordinated records, filmstrips, and study prints.

A representative juvenile collection features fiction and non-fiction books ranging from kindergarten level through high school. Also available are juvenile encyclopedias and dictionaries, a few representative children's magazines, samples of classroom newspapers, and a vertical file.

N. Miscellaneous

You are encouraged to come to the library regularly to make use of its materials and facilities. It is also an obligation of faculty members in each discipline to recommend new materials for addition to and out-dated materials for deletion from the collection.

Among other services offered by the Library to faculty are: reference sessions with classes (by arrangement), help with compilation of bibliographies, notification of current periodical articles of interest, etc. Your suggestions of ways the Library can help you will be given serious consideration.

XVIII. THE NORTHERN PLAINS CONSORTIUM

The Northern Plains Consortium is an organization consisting of the six four-year colleges in the state of North Dakota. Its purpose has been to promote the interests that the cooperating institutions share in higher education. The central office of the Consortium is located on the campus of Jamestown College. The Consortium is governed by a board of directors consisting of the Presidents or principle administrators of the member colleges. The Consortium's Operations Committee works with the director of the Consortium in formulating plans and policies for the Consortium; preparing programs, projects and reports required of the Consortium and supervising the execution of approved programs and projects. Valley City State College's representative to the Operations Committee is the Dean of Academic Affairs.

NORTHERN PLAINS CONSORTIUM PROJECTS FOR 1976

For the 1976 fiscal year, the following projects have been funded under Title III of the Higher Education Act of 1965. Title III is that portion of the legislation which provides funds to strengthen developing institutions.

A. Faculty Development

1. National Teaching Fellowship

The National Teaching Fellowship component of the grant is used to replace faculty and/or staff who will be working on advanced degrees or taking special training to enable them to accomplish institutional goals. A secondary purpose of the NTF is to assist, through full-time teaching, in the implementation of cooperative programs in the Consortium. The NTF may also be used to strengthen an understaffed academic program. The NTF for fiscal year 1976 was awarded to the Department of Language and Literature to replace a faculty member who is now involved in advanced study.

2. Faculty Fellowship

This component of the Faculty Development program provides funds for the specific

purpose of allowing faculty to upgrade themselves through advanced study during the summer months. Funds are available for the summer of 1976.

Applications for a Faculty Fellowship will be solicited locally during the month of January and will require the completion of an application which must be approved locally by the Division Chairperson and the Dean of Academic Affairs. The Consortium Director and Operations Committee will process all proposals, and successful candidates will be notified no later than May of the award. A final report is required after summer study.

3. Compensatory Professional Experiences For Faculty

This program component consists of funds which may be used to help defray travel costs of faculty at seminars, professional meetings, workshops, etc. Regulations require that travel be at less than first class and/or 15 cents per mile. The per diem is not to exeed $25 per day.

In order to qualify for an award under this category, a faculty member must complete an application form which demonstrates the relationship between the selected conference and his or her professional development.

The Consortium has been asked by the funding agency to provide evidence that expenditures for travel are related to regional and institutional development concerns in both emphasis and number.

The application forms for a travel award will be available from each Division Chairperson. Applications will be processed by the Division Chairperson and the Dean of Academic Affairs prior to the award for travel which will originate in the Office of the President. Terminal reports which include an assessment of the meeting will be required of each faculty member who receives an award for travel.

4. Visiting Scholars

This component of the grant provides funds to support faculty development seminars at each of the participating colleges. In addition, funds are available under this component (administered by the Consortiun Director) to encourage faculty exchange between Consortium colleges. Any faculty member wishing to participate in the faculty exchange program or who has an interest in the development of topics for the seminars should contact his or her Division Chairperson and/or the Dean of Academic Affairs prior to September 10.

B. Instructional Improvement

The Instructional Improvement component of the grant has been designed for fiscal year 1976 to provide funds for several specific goals:

1. A study of faculty evaluation procedures at the Consortium colleges and the identification of key weaknesses of faculty in the Consortium colleges. Future faculty growth and development programs will utilize the data generated by the faculty evaluation study.

2. Humanities. Funds are available for supporting activities of the Consortium's Humanities Council. Humanities Council support has been earmarked for the development of a rotating art gallery exhibit and the development of course syllabi in the Humanities.

3. Indian Studies. Funds under this category have been earmarked to support an Indian Studies Planning Group. The goal of this group will be to produce an inventory of college and area resources for the development of Indian Studies curricula. Another goal of this group is the development of a handbook which will provide college teachers with a basic background of the native American college student.

4. Teacher Education. Funds are available under this component to assist a committee composed of one faculty member from the Teacher Education Department

of each college. The goal of this committee will be to coordinate seminars in teacher education for Consortium faculty.

C. Student Services

Funds under this component have been assigned to the related tasks of admission counseling and retention. This program is used to support the salaries and expenses of admission and retention personnel at each of the Consortium colleges.

Faculty wishing to participate in the activities of the Northern Plains Consortium should contact their Division Chairperson and/or Dean Rankin.

XIX. APPLICATIONS FOR OUTSIDE FUNDING

All projects, programs, etc. which involve campus personnel, facilities, and/or resources and which entail funding by a source in a private sector, an outside agency of the federal or state government, must be approved by the Offices of the Dean of Academic Affairs and the Dean of Administrative Affairs. Proposals for funding projects by outside agencies must be cleared through the Offices of the Dean of Academic Affairs and the Dean of Administrative Affairs prior to submission for funding. No forms are provided for this purpose. However, a brief summary or prospectus of the project detailing the fiscal responsibility of the college and the personnel of the college involved should be prepared and submitted to the Office of the Dean of Academic Affairs prior to requesting local approval.

XX. OUT-OF-STATE TRAVEL

All members of the faculty, administration, and staff who plan to travel to a destination located outside of the state of North Dakota on college business must complete form AA-2-J1-1975 (Application For Travel Authorization to Points Outside of North Dakota). This form will be available in the Office of the Dean of Academic Affairs. It is printed on carbonized paper. The applicant is responsible for obtaining the necessary endorsements and distributing the color-coded copies to the appropriate offices which are designated on the form. This form must be completed at least two weeks prior to the trip, and under no circumstances will travel vouchers be honored in the absence of a properly endorsed application.

Since all out-of-state travel by faculty is supported by the Title III category, Compensatory Professional Experiences For Faculty, several additional steps are required by the Northern Plains Consortium Office to insure and facilitate the process of remuneration. The following procedures are specifically governed by the Title III grant approved by the U.S.O.E.

A. Complete a Growth Plan for Development

B. A faculty member interested in obtaining authorization for travel must complete form AA-8-J1-1975 in duplicate. This form, Application For Travel By Faculty or Staff, must be approved by the appropriate Division Chairperson and the Dean of Academic Affairs, with one copy properly endorsed for both offices.

C. Complete the Application For Travel Authorization to Points Outside the state of North Dakota in the manner described above in paragraph one.

D. Notification of an award for travel will be issued from the Office of the President.

E. During the conference, workshop, professional convention, etc., the faculty member should collect information or take notes for the purpose of completing form AA-9-J1-1975, Terminal Report on Travel. This form, which is printed on carbonized paper, requires the endorsement of the Dean of Academic Affairs. This form must be completed before vouchers for the trip will be honored.

F. Vouchers. In order to facilitate the record keeping required by the state and the Northern Plains Consortium, the following steps must be adhered to to insure compensation for faculty travel.

1. The Terminal Report on Travel described in letter E must be filed in the Office of the Dean of Academic Affairs.

2. The form AA-1-J1-1975, Disbursement Request-Federal Titled Funds, must be completed and endorsed by the Dean of Administrative Affairs, the Dean of Academic Affairs, and the President of the College. This form should be routed first to the Dean of Administrative Affairs; and to insure proper coding of the request, the form then will be referred to the Dean of Academic Affairs. In order for the Office of the Dean of Academic Affairs to endorse the form, a terminal report on the trip must be on file. The form is then endorsed by the Office of the President with one copy to the Dean of Administrative Affairs, one copy to the Dean of Academic Affairs, and one copy for the Office of the President.

3. The state travel voucher, which is now printed on carbonized, legal size paper, must be completed and returned to the information desk at the Business Office.

XXI. MISCELLANEOUS

A. Faculty I.D. Cards

B. Gymnasium and Pool Facilities

C. Class Attendance Policy

D. Smoking

E. Inventory

F. Oaths For Teachers

G. Resignation

H. Faculty Materials Center

I. Faculty-Staff Lounge

J. Mail Policies

K. Keys

L. Travel Vouchers

M. Lights and Windows

N. College Carpenter and Maintenance Work

O. Continuing Education

P. Correspondence Teaching

Q. Student Advisement

R. Scheduled Classes

S. Absences From Class

T. Final Examinations

U. Office Hours

V. Campus Related Cultural or Athletic Activities

W. News Service--Information Releases

X. Disbursement of Titled Funds

XXI. MISCELLANEOUS

A. Faculty I.D. Cards

Faculty I.D. cards are necessary for admission to many college events such as drama, music, and athletics. New faculty members may have I.D. photos taken and cards prepared during the regular registration periods at the Student Center.

B. Gymnasium and Pool Facilities

Recreational facilities are available for the use of faculty. Among others, the college swimming pool, located in the Student Center, is available at reduced rates to college faculty members. Arrangements may be made through the Student Center Director for pool usage. The Women's Gymnasium is also utilized for faculty recreational activities. Normally, one to two late afternoons per week are reserved for faculty recreational activities in this gymnasium.

C. Class Attendance Policy

Faculty members shall announce to their classes at the beginning of each quarter that class attendance is a responsibility to be handled by each student. The faculty and administration of Valley City State College encourage regular attendance by all students in all classes. If a student is unable to attend class, his absences do not count directly against his grades, unless the class is one in which participation or attendance during demonstration periods is a vital part of the grading system. The student will be held responsible for everything that happens during class sessions, whether or not he is in attendance. The instructors are not obligated to allow make-up for quizzes, examinations, and evaluation of participation missed.

D. Smoking

Smoking in classrooms and certain other designated areas is definitely prohibited by order of the State Fire Marshall, local Fire Chief, and by State Board policy. It is absolutely necessary that we comply with these directives and the cooperation of faculty and students alike in this matter is requested.

E. Inventory

All items of equipment and furniture are listed on an inventory control print-out and must be periodically accounted for.

The Superintendent of Buildings and Grounds must be notified on items to be moved from one location to another, and he will record and verify the changes accordingly.

F. Oaths For Teachers

Every professor, instructor, or teacher employed by any university or college in this state which is supported in whole or in part by public funds, before entering upon the discharge of his duties, shall take the oath or affirmation prescribed in this chapter. The oath shall be executed in duplicate and one copy shall be filed with the State Board of Higher Education, and one copy shall be retained by the person who subscribes thereto. (State Board Manual 6/3/71).

G. Resignation

When a faculty member wishes to resign, he should initially discuss his proposed action with his division chairperson, submit his resignation directly to the office of the President of the College with copies provided to his division chairperson and the Dean of Academic Affairs. The President in turn will provide a written acceptance of the resignation for the faculty member involved.

H. Faculty Materials Center

1. Equipment Loans

The F.M.C. serves two purposes:

a. To provide faculty with the occasional use of equipment which by reason of expense or limited need cannot be purchased by individual departments. Examples of this type of equipment would be cassette copier, copy stand, slide copies, recording room equipment.

b. To provide standard A.V. equipment for use on an overflow basis. While a particular department may be able to justify the purchase of one 16 mm projector, there may be times when three

16 mm projectors are needed simultaneously by faculty within that department. It is for this type of situation that the standard A.V. equipment loan service was intended. To insure that equipment will be available, the following policy will be adhered to:

Equipment will be checked out on a three day (class) loan period. At the end of that period the faculty member must return the equipment or request a three day extension. If neither occurs, the faculty member will be notified that the equipment is due. If nothing occurs on the 6th day after the loans begin, the appropriate division chairperson will be notified.

2. Quick Copy Duplicating and Printing Services

   a. All printing jobs will be handled through the F.M.C., including paper plate, quick copy, metal plate offset, letterpress, etc.

   b. Price lists for printing jobs are available in the F.M.C. Some jobs will require an estimate based on costs.

   c. All billing will be handled through the F.M.C.

3. The services of a campus photographer are now available and can be utilized by any faculty member. These services should be scheduled through the F.M.C. and billing will be handled through the F.M.C.

I. Faculty-Staff Lounge

A lounge is provided for faculty and staff and is supported through the sale of coffee and other items. The Faculty Social Committee has the main responsibility for establishing policies and other matters pertaining to this area. Use of the lounge for college related functions must be made through the office of Dean Salisbury. Faculty and staff are encouraged to use this facility at their discretion.

J. Mail Policies

First class mail is dispatched by 8:30 a.m. and metered mail is processed at 11:30 a.m. and 3:00 p.m. Monday through Friday. College

personnel are encouraged to turn in their metered mail by 11:30 each morning. This mail will be picked up by the Post Office and can thereby be handled more efficiently and dispersed earlier resulting in better service.

1. Postage For Postage Meter

Please separate all letters that require postage from those that already have postage, and also all city mail from out-of-town mail.

Airmail and outside of U.S. mail requires special handling and must be separated from other mail.

All mail for the postage meter should be faced the same way and ready to run through the meter.

K. Keys

Outside building door keys may be obtained from the Dean of Administrative Affairs. Classroom and desk keys are handled by the division chairperson. All keys must be checked in prior to departure and final payroll checks may be withheld until all keys are turned in.

No college key may be loaned to a non-college individual at any time. Any exception must have the approval of the Dean of Administrative Affairs. No duplicate keys are to be made or requested without written authorization from the Dean of Administrative Affairs.

L. Travel Vouchers

No vouchers for travel to points outside of North Dakota will be honored unless the proper authorization has been received from the Offices of the Dean of Administrative Affairs, Dean of Academic Affairs, and the President of the College. The application form for Travel Authorization to Points Outside of North Dakota (Form AA-2-J1-1975) is available in the Office of the Dean of Academic Affairs and should be submitted to the Office of the Dean of Administrative Affairs two weeks prior to departure.

General instructions are found on the back side of the state travel voucher forms, and the state is very insistent that they be

entirely complete and correct; otherwise, they will return them.

Kindly read the instructions very carefully and cooperate in providing the necessary correct information.

Every individual must pay his own expenses and submit an individual voucher.

Where individuals share a room, they should obtain separate receipts and each claim half of the room charges since each must submit a voucher.

Such charges as parking, taxi, towing, and repairs are not allowed when the individual collects mileage.

Laundry, valet charges, and tips are not allowed.

Receipts for lodging should be provided on the establishment's own receipt form.

Travel vouchers can be presented only once a month and should be turned in to the Business Office no later than the 5th of the month if they are to be promptly processed for payment. In an effort to improve processing procedures, we ask that you sign the blank travel forms that will be typed up for you at the time when you present your work sheet copy.

M. Lights and Windows

You are requested to turn off the lights and close the outside portion of all windows in your classroom after the last class. It is virtually impossible for the janitors to get all the windows closed in case of a sudden rain or wind storm.

N. College Carpenter and Maintenance Work

The carpenter is extremely busy with his regular overall college responsibilities. Any bona fide request for carpenter work, other than normal maintenance, repair, etc., and requests for major maintenance work must be made in writing with the approval of the division and/or department head and channeled through the Dean of Administrative Affairs for final processing.

O. Continuing Education

Continuing Education is a general designation encompassing three categories at Valley City State College. The categories are:

1. Community Education Programs
2. Workshops
3. Extension Courses

The Community Education Program is a vehicle to offer topics of special interest for almost any purpose. Community Education courses may be taught by regular Valley City State College faculty or by other persons with an expertise in the area of interest. These courses do not carry academic credit. A separate records system has been established in the Office of Admissions and Records for this purpose. A Continuing Education Unit (CEU) is recorded on a satisfactory-unsatisfactory basis for each course. The unit of measure is one CEU for ten contact hours.

Workshops are courses offered for a short period of time such as one or two weeks. These are not scheduled so as to conflict during course offerings of any of the regularly scheduled terms during the year. Workshop courses may carry academic credit or may be recorded as continuing education units. If the course is for academic credit, it must be offered by a member of the faculty or staff.

Extension courses are those which are offered away from the Valley City State College campus. They are not listed on the regular schedule of classes. A course may be for academic credit or recorded as continuing education units. If it is offered for academic credit, it must be offered by a member of the faculty or staff.

The difference between a CEU and regular academic credit is as follows:

> One continuing education unit equals ten 60-minute periods. No tests or outside activities are included. One regular quarter credit equals twelve 50-minute periods plus outside activities for approximately twelve hours plus examinations and other tasks.

P. Correspondence Teaching

Involvement in the Correspondence Study program by regular faculty members is on a voluntary basis only. All course offerings must be approved by the Division Chairperson and the Dean of Academic Affairs. If approved, a complete syllabus of the lessons must be filed in the Dean's Office.

Instructors receive an eight dollar per credit hour compensaton for each student enrolling in one of their correspondence study courses. It is the responsibility of the instructor to see that all lessons are mailed to the students, inspect and correct all lessons, and arrange for all testing. Registration and all other details are handled by the instructor through the Admissions and Records Office.

Application forms for offering Community Education courses, workshops, and extension courses are available in the Office of Admissions and Records. All applications for correspondence courses and workshops must be approved by the Division Chairperson and the Dean of Academic Affairs. All Community Education courses must be approved by the Director of College Relations and the Director of Admissions and Records.

Q. Student Advisement

Student advisement is a two-stage process. In stage one, a core of academic advisors consisting of approximately ten members is selected. All new students will be assigned a core advisor. During orientation for the fall term, each core advisor will meet with his/her advisees. Core advisor/advisee assignments will be maintained without change for the first year of attendance. During the spring quarter of the first year, reassignment of advisor for stage two will take place. Stage two consists of an advisor designated for each major area of study. It is this person's responsibility to advise the student of major department requirements and other requirements where appropriate. This responsibility culminates with the verificaiton that the student has met major department requirements for graduation.

When a student applies for admission to Valley City State College, an advisement folder is established containing general information,

advisee work sheets, ACT Profile, and any other pertinent information. This folder is passed along to the assigned advisor. The advisor, in consultation with the advisee, adds or changes information as the student progresses academically. If there is a change of advisor, this information should be transferred also. Selection of core and department advisors is coordinated through the Admissions and Records Office.

R. Scheduled Classes

Class schedules are the result of careful planning on the part of each academic division, the Office of the Director of Admissions and Records, and the Dean of Academic Affairs. A class may not be moved from its designated time period or location, nor may the day of the week in which the class meets be altered without the completion of a Request To Change Class Schedule (Form AA-34-J1-1975). This form is available in the Office of the Dean of Academic Affairs and in the divisional offices.

S. Absences From Class

Whenever a faculty member is absent from a scheduled class, a report of faculty absence must be filed. The report form (AA-3-J1-1975) is available in the office of each division chairperson. The form is printed in triplicate in a carbonized manner with one copy for the Dean of Academic Affairs, one copy for the Division Chairperson, and one copy for the Faculty Member. Except in the case of illness or unexpected absence, this form must be filed in the Office of the Dean of Academic Affairs 24 hours prior to the absence.

T. Final Examinations

Final examination periods are scheduled at the end of each quarter, including the summer sessions. All faculty are required to hold either a class period or an examination period on the date and at the time and place designated on the final examination schedule. Exceptions to this policy may be made only by the Dean of Academic Affairs.

U. Office Hours

All faculty members should observe reasonable and regular office hours on the campus in their offices, classrooms, laboratories, and the library. It is understood that students deserve consideration in conferring with instructors, and that faculty require and are entitled to uninterrupted periods of study, preparation, paper grading, etc. It is also recognized that it is undesirable, if not impossible, to attempt to standardize office hours because of the variety of schedules, duties, and responsibilities confronting instructors, including rehearsals, field trips, committee work, etc. It is suggested when practible, that all members of the teaching faculty conform to the general college business hours, reserving necessary periods for uninterrupted study and preparation. Each faculty member is expected to observe a self-determined schedule of office hours and to post the schedule of office hours in the divisional office area.

V. Campus Related Cultural or Athletic Activities

All campus activities such as concerts, dramatic performances, athletic events, which are scheduled for Valley City and which are supported by state or local college funds, must be held in college facilities. Any exceptions to this policy must be cleared through the Office of the President.

W. News Service--Information Releases

Public information materials for release to newspapers, radio, and television outlets should be released by the Director of College Relations. This permits centralization and coordination of the release of such materials. Prior to the submission of releases to the Director of College Relations, the following endorsements should be received:

1. Academic Affairs. News releases which relate to academic affairs, faculty affairs, curriculum development, the academic divisions and programs, the library, faculty tenure and promotion, academic policies, etc. should receive the endorsement of the Dean of Academic Affairs.

2. Business Affairs. News releases which are related to fiscal matters, the operations and maintenance of the physical plant, and academic personnel should receive the endorsement of the Dean of Administrative Affairs.

3. Admissions and Records. News releases concerning registration, admissions counseling, and new student orientation should be endorsed by the Director of Admissions and Records.

4. Student Affairs. News releases concerning student activities, student services, placement, dormitory life and housing, and student government should be endorsed by the Dean of Students.

5. Concert Choir and Band. News releases directly related to performances of the Valley City State College choir, band, college singers, etc. should receive the endorsement of the chairperson of the Division of Fine Arts.

6. Art and Drama. News releases related to college related dramatic performances and visual art displays and/or showings, should receive the endorsement of the director of dramatics and/or the head of the Department of Art.

X. Disbursement of Titled Funds

All specific payments out of accounts in which funds from federal or special state grants are deposited require the completion of form AA-1-J1-1975, Disbursement Request-Federal Titled Funds. This form is available in the Business Office and in the Office of the Dean of Academic Affairs. The form must be endorsed by the following college offices in this order: the Dean of Administrative Affairs, the Dean of Academic Affairs, and the President of the College.

Y. Procedures for the Implementation of Curriculum Changes

Planning for curriculum changes at Valley City State College may be divided into two categories:

1. Planning and Implementation for New Degree, Major, or Minor Programs.

   Any college academic discipline, department, or division may be invited by the Long Range Planning Committee to develop data in support of a proposed new degree program; or an academic discipline may petition the Long Range Planning Committee for permission to prepare data. Invitations to develop new degree programs are forwarded from the LRPC via the Dean of Academic Affairs to the appropriate division chairperson. The division chairperson is responsible for assigning faculty within the appropriate discipline area to prepare data.

   Whether the LRPC invites the proposal or an academic discipline or division petitions for authorization to develop a new curricular program, an affirmative vote of the majority of the regular faculty members of the division involved should be recorded at the divisional level with a copy forwarded to the Dean of Academic Affairs before the divisional faculty begin to work on preparation of the data supporting the petition. If the proposal involves an interdiscipline relationship, the Dean of Academic Affairs (ex-officio chairperson of the LRPC) shall require assistance or support from each academic division involved.

   The division chairperson for the petitioning academic unit and the department chairperson (where applicable) shall sign the documentation to be reviewed and analyzed by the LRPC. The division chairperson, department chairperson, or the discipline curricular subcommittee shall develop data required by the LRPC, but only after the LRPC, through the Dean of Academic Affairs (its chairperson), either invites or approves the petition seeking authorization for a new major, minor, or degree program.

a. Procedures for New Degree, Major, or Minor Programs

(1) Upon invitation of the chairperson of the LRPC (Dean of Academic Affairs), an academic division may develop a proposal with supporting data for a new degree, major, or minor program.

(2) The LRPC considers the request and the supporting data and advises the Dean of Academic Affairs on the merits of the proposal in light of the College's Academic Master Plan and institutional goals.

(3) Upon approval by the LRPC and the Dean of Academic Affairs, the proposal for a new degree, major, or minor program will be submitted to the College's Curriculum Committee at least six weeks prior to the meeting of the State Board of Higher Education designated for curriculum proposals.

(4) The Curriculum Committee will pass its recommendation on new degree, major, or minor programs to the Faculty Executive Council, which will in turn review the proposals with the Dean of Academic Affairs and the chairperson of the Curriculum Committee.

If the proposals receive a unanimous approval by the Executive Council, the Executive Council will report the approval directly to the President of the College. The Executive Council will also report its approval as "action taken" to the Faculty Association membership.

When a proposal for a new degree, major, or minor program is not supported by a unanimous vote, it will be referred back to the Curriculum Committee with a recommendation, or it will be placed on the agenda of a Faculty Association meeting.

(See Faculty Association Constitution, Section C-1. V.C.S.C. Manual, II, page 4.)

b. The report of either the Faculty Association or the Executive Council to the President of the College concerning new degree, major, or minor programs is advisory in form. The final authorization for a new degree, major, or minor program is the responsibility of the North Dakota State Board of Higher Education.

2. Planning and Implementation of Modifications in Existing Degree or Certificate Programs Including Incidental Changes in Course Titles, Descriptions, or Credit Hours.

Alterations in existing degree or certificate programs or changes in existing courses originate at the academic discipline, department, or divisional level. Items such as changes in specified General Education requirments; elective options in major, minor, associate, and certificate programs; and alterations in required sequences and specified courses fall into this category.

a. Procedures for Implementing Changes in Existing Academic Programs.

(1) Alterations in existing academic programs or courses should be discussed at the divisional level with the faculty directly involved with the courses or programs under study.

(2) The division chairperson will then forward the recommendations of the division to the Dean of Academic Affairs. If the proposed changes are substantive enough to warrant the consideration of the Long Range Planning Committee, the Dean of Academic Affairs will place them as an item on the agenda of the next LRPC meeting. If the changes are routine and incidental in nature, the Dean of Academic Affairs will forward the changes to the chairperson of the Curriculum Committee to be placed as an item on the agenda of the Curriculum Committee.

(3) The Curriculum Committee will pass its recommendation on alterations in existing programs or courses to the Faculty Executive Council, which will in turn review the proposals with the Dean of Academic Affairs and the chairperson of the Curriculum Committee. If the proposal receives a unanimous approval of the Executive

Council, the Executive Council will report the approval directly to the President of the College. The Executive Council will also report its approval as "action taken" to the Faculty Association membership. When a proposal for an alteration in an existing program or a course change is not supported by a unanimous vote, it will be referred back to the Curriculum Committee with a recommendation or will be placed on the agenda of a Faculty Association meeting.

(See Faculty Association Constitution, Section C-1. V.C.S.C. Manual, II, page 4.)

b. The report of either the Faculty Association or the Executive Council to the President of the College concerning alterations in existing academic programs or courses is advisory in form. Except in the case of a change in credit hours in existing courses, authorization for alterations in existing academic programs is the final responsibility of the President of the College.

APPENDIX

FORMS

ALLEN MEMORIAL LIBRARY

Reserve List

The following books are to be on reserve for _____ quarter 19__:

No. of Copies	Call Number	Author (Last name, first name)	Title	Date put on Reserve
Personal Copies				

Instructor's Signature _____

Circulation Librarian's Signature _____

Student Assistant _____

VALLEY CITY STATE COLLEGE AA-22-J1-1975-2

FIELD TRIP REQUEST FORM
(For Use By The Sponsor)

NOTE: Field trips may be sponsored by classroom teachers and instructional divisions as an adjunct to the teaching process, or they may be sponsored by student organizations and clubs as a part of the student activities program. In every instance, official authorization for the trip must be obtained from the appropriate officials well in advance of departure. Students always have the individual responsibility of contacting their instructors in order to make proper arrangements for absences from their campus classes.

GENERAL INSTRUCTIONS:

Part I. (To be completed by ALL trip sponsors)

Part II-A. (To be completed if the field trip is initiated by a classroom instructor—with 2 copies to the Office of the Dean of Academic Affairs 7 days prior to projected trip)

Part II-B. (To be completed if the field trip is initiated by a student organization advisor--with 2 copies to the Dean of Students 7 days prior to trip)

NOTE: A list of full names and addresses of all students participating in the field trip must accompany every copy of this Field Trip Request Form.

Part I. (To be filled out by ALL trip sponsors)

Faculty _____

Department and/or Student Organization _____

Destination _____

Date, hour of departure _____

Date, hour of return _____

Mode of transportation and purpose _____

_____

Part II-A. (Classroom instructors) Date

Endorsements: Instructor, Course No. _____ _____

Division Chairman _____ _____

Dean of Academic Affairs _____ _____

Part II-B. (Student organizations and clubs)

Endorsements: Faculty advisor _____ _____

Dean of Students _____ _____

AA-34-J1-1975

REQUEST TO CHANGE CLASS SCHEDULE

DATE _____

INSTRUCTOR _____

COURSE TITLE _____

CATALOG NO. _____

CREDIT HOURS _____

PERIOD OF DAY _____

CLASS MEETING DAYS _____

DESCRIBE THE NATURE OF THE CHANGE:

Endorsements:

_____
Department Head

_____
Division Chairperson

_____
Director of Admissions & Records

_____
Dean of Academic Affairs

This form must be utilized for all deviations from the class schedule which are not unforeseen and/or temporary in nature. The form should be completed in sequence by the instructor and endorsed by the Department Head, Division Chairperson, the Director of Admissions and Records, and the Dean of Academic Affiars. The form is filed in the Office of the Director of Admissions and Records.

Class schedules are the result of careful planning on the part of each academic division, the Office of the Director of Admissions and Records, and the Dean of Academic Affairs. The schedule is also designed to fulfill the requirements of accrediting agencies and the State Academic Affairs Council regulations for academic credit. With this in mind, an instructor should consult with the Department Head and/or Division Chairperson prior to initiating this request.